



## Succession for Executive Director Policy

Governance Section: Governance

Revision Date: 3/24/2016

Page: 1 of 2

### Purpose

To provide for the continuity and transition of Pool operations in the event of death or disability of the Pool's executive director.

### Authority

1. Interlocal Agreement, section 3a ("all things necessary and proper") and section 6 ("engage an executive director").
2. Bylaws, section 4e ("selection of executive director and terms and conditions of employment"), section 18 (governance and control by Executive Committee of all matters except for matters reserved to Board), and section 34 ("executive director shall execute the directives of the . . . Executive Committee").
3. Management Succession Policy.

### Policy Statement

1. Pre event preparation
  - a. The executive director shall contemplate, prior to any adverse event, what he or she can do to anticipate the records, programs, or information that need to be in place in the event that he or she is unable to perform the duties of executive director. The executive director shall thereafter produce and memorialize such records, programs, and information.
  - b. Develop easily accessible lists in print and electronic formats of:
    1. Job descriptions for all Pool employees,
    2. Contact information for all Pool Members and key Member personnel, insurance providers, Pool service providers including defense and legal counsel, partner organizations, and industry representatives.
  - c. Provide for adequate access and signature authority for access to Pool funds and assets.
  - d. Provide passwords to authorized personnel for access to Pool files and information.
  - e. Authorize or provide training to Pool staff to assist in assumption of executive director's duties.
  - f. Share short-term, medium-term, and long-term tentative and actual plans and strategies with senior Pool staff and Executive Committee.
  - g. Make a presentation to the Board at its annual meeting of the work and preparation on the succession plan.
  - h. Make a presentation to Pool staff on an annual basis of the work and preparation on the succession plan.
2. Disability of unknown duration
  - a. The deputy director shall take over the day to day operation of the Pool.
  - b. The deputy director shall contact the executive director, if appropriate, and ascertain what assistance and input the executive director can provide to the operation of the Pool in the period of disability.
  - c. As soon as the disability of the executive director becomes known, the deputy director shall notify the President of the Pool and keep him or her apprised of relevant developments and problems.
  - d. The President shall convene the Executive Committee to determine the appropriate course of action.

## Succession Policy for Executive Director

3. Death or permanent disability
  - a. The deputy director shall take over the day to day operation of the Pool.
  - b. As soon as the death or disability becomes known, the deputy director shall notify the President of the Pool and keep him or her apprised of relevant developments and problems.
  - c. The President shall convene the Executive Committee to determine the appropriate course of action.
  - d. The Board, with the assistance of the Executive Committee and Pool staff, shall begin the process to select a new executive director.
4. Executive Committee authority
  - a. In the period of uncertainly following the death or disability of the executive director the control of the Pool shall reside with the Executive Committee except for those powers reserved to the Board in the Interlocal Agreement, Bylaws, or Pool governance policies.
  - b. Until a new executive director is appointed by the Board, the Executive Committee may adjust the powers and duties that would otherwise be exercised by the executive director.

### Amendment

This policy may be amended by the Executive Committee.

### Policy History

Management Succession policy passed May 22, 2008

Passed by the Executive Committee on March 24, 2016.

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*Emmett Heath*

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Emmett Heath, President

Attest:

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*Diane O'Regan*

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Diane O'Regan, Secretary

Approved as to form:

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