



Series:	Board Governance	COA: GOV 6.07
Policy Name:	Succession Plan	CFOP:
Policy Number:	GOV004	
Reviewed Date:		
Revision #/Date:		
Effective Date:	9/15/2014	

Applicable to:

SUBJECT: **Succession Plan**

PURPOSE: The purpose of this policy is to set forth The National Center for Innovation and Excellence, Inc.'s (NCFIE) succession plan in the absence of the CEO.

POLICY:

NCIE is a non-profit child welfare lead agency charged with the care and protection of Brevard County, Florida's abused and neglected children. As such, this policy outlines the succession plan associated with the departure of or incapacitation of the CEO.

It is the intent and desire of NCIE that a seamless provision of services and placement is provided to the children and families in our care at all times. This policy outlines the succession plan of interim and permanent transition of duties in the event of the CEO departure or incapacitation.

This policy shall be part of the Board Governance succession planning procedures. In the event of a planned departure of the CEO, the Senior Executive of Administration will assume the acting role of CEO until the Board of Directors has determined its executive search process and timeline.

Upon the submission of an accepted resignation by the CEO, the Senior Executive of Administration will transition into a 30-90 day orientation period and gradually assume the duties of the CEO while in training to ensure a seamless transition occurs. At that time, the CEO and Senior Executive of Administration will create a plan inclusive of identifying an acting Senior Executive of Administration and/or the interim transition of duties.

In the event of an unplanned departure of the CEO either by incident or will, the Senior Executive of Administration will assume the acting role of CEO and convene an emergency Board meeting to devise a plan of action. The plan will include but is not limited to:

- Identifying the acting Senior Executive of Administration or delegation of duties
- Create a Media or Press related response
- Establish a plan and timeline of the executive search process if necessary



In the event of a temporary incapacitation of the CEO, the Senior Executive of Administration will assume all duties of the CEO in concert with Board guidance. An interim plan will be crafted and approved by the Board. Should the incapacitation of the CEO result in long term permanent disability or absence, the Senior Executive of Administration will act in the role of the CEO under the consultation and guidance of the CEO if feasible. If the extent of disability limits the CEO's ability to serve in this role, the Senior Executive of Administration in concert with the Board of Directors will devise a short and long term executive search plan if necessary.

Approved by The National Center for Innovation and Excellence Board of Directors on:

AS APPROVED BY THE BOARD OF
DIRECTORS:

MS. KATHLEEN RICH-NEW
Board Chair

Signature Date: October 23, 2014

BY DIRECTION OF THE CHIEF EXECUTIVE
OFFICER:

DR. PATRICIA NELLIUS
Chief Executive Officer

Signature Date: 10/23/14