

**Summary: CCGJ Succession Plan**

**August, 2018**

**Search Process – Tasks and Schedule**

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| **June-Aug** | **Aug-Sept** | **Oct-Nov** |
| Immediate Steps – upon Tony’s notice* Develop Communications Plan and Implement it
* Risk Assessment
* CEO Checklist –in progress
 | Transition Team on Succession Planning* Decisions on Succession Planning
* Job Description
* Onboarding Planning (Aug 16)

Board Meeting (Aug 16)* Review Succession Plan
* Appoint Search Committee
 | CEO Search and Hire Process* Post job
* Screen Candidates
* Interviews
 | CEO Onboarding* Accepted Offer
* Notice
* Onboarding
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**Transition Team Decisions Regarding this Executive Director Search**

* Interim ED
	+ Will appoint an interim only if position is vacant for extended period of time
	+ Could be staff or board member (must resign seat on board) or member of community
	+ Role: keep the organization on the rails (no development involved)
	+ Pay within budgeted ED salary
* The Search
	+ National Search via job boards of arts professionals organizations
	+ Will not use Search Firm due to current financial status
	+ Will use Search Firm if we can get it funded from elsewhere should first round not produce qualified candidates
	+ Staff, board members eligible. Board member must resign positon on board and is eligible to return to board if not hired.
* ED Job Description
	+ Experienced professional
	+ Emphasis on Advocacy, Communication
* Search Committee
	+ 1-Board Chair
	+ 2-Transition Team members (1-Chair, 1-member)
	+ 2-Additional Board members (who have time remaining in their tenure)
	+ 1-CSG level one leader