



<p><b>October-December</b></p>	<p>Immediate Steps – upon Joy’s notice</p> <ul style="list-style-type: none"> <li>● ✓ Develop Communications Plan and Implement it (Worked with outside counsel to release a press release)</li> <li>● ✓ Risk Assessment (worked with outside counsel)</li> <li>● ✓ CEO Closeout</li> <li>● ✓ Appointed Interim at Board Meeting (Date announced: 9/11)</li> <li>● ✓ Appoint Search Committee (9/11)</li> </ul>
	<p>Transition Team on Succession Planning</p> <ul style="list-style-type: none"> <li>● ○ Decisions on Succession Planning</li> <li>● ○ Job Description</li> <li>● ○ Onboarding Planning (for permanent CEO)</li> <li>● ○ Review Transition Plan Timeline</li> <li>● ○ Make formal timeline to send to CSGs and Stakeholders</li> <li>● ○ Communication Strategies</li> <li>● ○ 90 day assessment of the interim director, 12/15</li> </ul>
	<p>Additional Tasks Completed</p> <ul style="list-style-type: none"> <li>● ✓ Have had two (now 3) committee meetings</li> <li>● ✓ Exit interview w/Joy</li> <li>● ✓ CSG input received and reviewed</li> <li>● ✓ Documents updated</li> <li>● ✓ Staff input</li> <li>● ✓ Received stakeholder input - Dawn Lockhart (9/25)</li> <li>● ✓ Developed list of other stakeholders to be considered</li> <li>● ✓ Reviewed Succession plan <ul style="list-style-type: none"> <li>○ Make recommendations to Governance Committee to make any necessary updates</li> </ul> </li> </ul>
<p><b>December-January</b></p>	<p>CEO Search and Hire Process</p> <ul style="list-style-type: none"> <li>● Post job</li> <li>● Screen Candidates</li> <li>● Start Interviews</li> </ul>
<p><b>January-February</b></p>	<p>CEO Onboarding</p> <ul style="list-style-type: none"> <li>● Accepted Offer</li> <li>● Notice</li> <li>● Onboarding</li> </ul>

## Notes on Transition Team Decisions Regarding previous and current Executive Director Search

Notes highlighted in yellow are adjustments for the current search.

- Interim ED
  - Will appoint an interim only if position is vacant for extended period of time - *Appointed Diana Donovan*
  - 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 (Local/Regional preferred) Search via job boards of arts professionals organizations
  - Will not use Search Firm due to current financial status
    - Funding inquiries submitted to Community Foundation of Northeast Florida and several corporate funders, but have not been funded
  - Will use Search Firm if we can get it funded from elsewhere should first round not produce qualified candidates
  - Staff, board members eligible. The board member must resign their position on board and will be eligible to return to the board if they are 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
    - (Communication and engagement plan to CSGs and Stakeholders in place)