

**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 |

**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