



Jefferson Franklin

COMMUNITY ACTION CORPORATION

Emergency Succession Plan

For

Jefferson Franklin Community Action Corporation

The Board of Directors of Jefferson Franklin Community Action Corporation “hereafter known as JFCAC” recognizes that this is a plan for contingencies due to the disability, death or departure of the Chief Executive Officer. If the organization is faced with the unlikely event of an untimely vacancy, JFCAC has in place the following emergency succession plan to facilitate the transition to both the interim and longer-term leadership.

The Board of Directors of JFCAC has reviewed the job description of the Chief Executive Officer. The job description is attached. The board has a clear understanding of the Chief Executive Officer's role in organizational leadership, program development, program administration, operations, and board of director's relationships, financial operations, resource development and community presence.

Succession Plan in Event of a Temporary, Unplanned Absence: Short Term

A temporary absence is one of less than three months in which it is expected that the Chief Executive Officer will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. The Board of Directors is authorized (or authorizes the Executive Team of JFCAC) to implement the terms of this emergency plan in the event of the unplanned absence of the Chief Executive Director.

In the event of an unplanned absence of the Chief Executive Officer, the Chief Administrative Officer is to immediately inform the Board President of the absence. As soon as it is feasible, the President should convene a meeting of the Board or Executive Team to affirm the procedures prescribed in this plan or to make modifications as the Team deems appropriate.



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At the time that this plan was approved, the position of Acting Chief Executive Officer would be:

Chief Administrative Officer

Should the standing appointee to the position of Acting Chief Executive Officer be unable to serve, the first and second back-up appointees for the position of Acting Chief Executive Officer would be:

- (1) Chief Program Officer and
- (2) Chief Finance Officer

If this Acting Chief Executive Officer is new to his/her position and fairly inexperienced with this organization, the Board of Directors may decide to appoint one of the back-up appointees to the acting Chief Executive Officer position. The Board of Directors may also consider the option of splitting executive duties among the designated appointees.

Authority and compensation of the Acting Chief Executive Officer

The person appointed as Acting Chief Executive Officer shall have the full authority for decision-making and independent action as the regular Chief Executive Officer.

The Acting Chief Executive Officer may be offered: (check one)

- A temporary salary increase to the entry-level salary of the Chief Executive Officer.
- A bonus of \$_____ during the Acting Chief Executive Officer period.
- No additional compensation.

Board Oversight

The Executive Committee of the board is responsible for monitoring the work of the Acting Chief Executive Officer.

The above Executive Committee will be sensitive to the special support needs of the Acting Chief Executive Officer in this temporary leadership role.



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Communication Plan

Immediately upon transferring the responsibilities to the Acting Chief Executive Officer, The Board President will notify staff members, members of the Board of Directors and key volunteers of the delegation of authority.

As soon as possible after the Acting Chief Executive Officer has begun covering the unplanned absence, Board members, and the Acting Chief Executive Officer shall communicate the temporary leadership structure to the following key external supporters of JFCAC. This may include (but not limited to) government contract officers, foundation program officers, civic leaders, major donors and others.

Completion of Short-Term Emergency Succession Period

The decision about when the absent Chief Executive Officer returns to lead JFCAC should be determined by the Chief Executive Officer and the Board President. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board President, with the intention of working their way back up to a full-time commitment.

Succession Plan in Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The Board of Directors will give immediate consideration, in consultation with the Acting Chief Executive Director, to temporarily filling the management position left vacant by the Acting Chief Executive Officer. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting Chief Executive Officer to carry the duties of both positions. The position description of a temporary manager would focus on covering the priority areas in which the Acting Chief Executive Officer needs assistance.



Completion of Long-Term Emergency Succession Period

The decision about when the absent Chief Executive Director returns to lead JFCAC should be determined by the Chief Executive Director and the Board President. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval to the Board President, with the intention of working the way up to a full-time commitment.

Succession Plan in the Event of a Permanent Change in Chief Executive Director

A permanent change is one in which it is firmly determined that the Chief Executive Officer will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board of Directors will direct the Human Resource department to begin recruitment of a new permanent Chief Executive Officer. The Board of Directors will determine the need for an Interim Chief Executive Officer, and plan for the recruitment and selection of an Interim Chief Executive Director.

Signatures of Approval

Board President	Date
Chief Executive Officer	Date
Individual Selected as acting Executive Director	Date