

President and Chief Professional Officer Succession Plan
For
United Way of Central Illinois

Proposed December, 2014

The President and Chief Professional Officer (CPO) position is a central element in the United Way of Central Illinois' success. Therefore it is prudent to safeguard the organization against an unplanned and/or expected change in leadership. This type of risk management is equally important in facilitating a smooth leadership transition when it is predictable and planned.

The Board of Directors of United Way of Central Illinois (UWCIL) has adopted this plan for contingencies resulting from the disability, death or departure of the President and CPO. This plan has been developed to ensure that if the organization is faced with an untimely vacancy, UWCIL has in place an emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The Executive Committee of UWCIL regularly reviews the job description of the President and CPO and has a clear understanding of the President and CPO's role in organizational leadership, program development and administration, operations, Board of Director's relationships, financial management, resource development and community presence.

SUCCESSION PLAN IN EVENT OF A TEMPORARY OR UNPLANNED ABSENCE: SHORT-TERM

A temporary absence is one of less than three months in which it is expected the President and CPO 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 UWCIL's bylaws authorize the Executive Committee to implement the terms of this plan in the event of the temporary and/or unplanned absence of the President and CPO.

If such an absence occurs, the Board Chair will convene a meeting of the Executive Committee as soon as possible. The purpose of the meeting will be to affirm the procedures contained in this plan, make any modifications the Committee considers appropriate, and develop and implement a temporary staffing strategy. Based on the anticipated duration of the absence and accessibility of the current President and CPO, the Executive Committee may appoint a current staff member to serve as Acting President and CPO. In the event the available staff is new to their position or does not possess the required skill set, the Executive Committee may consider another appointee, including a current or former board member, or the option of splitting executive duties among several appointees.

In the event the President and CPO is suddenly and immediately incapacitated and unable to perform his/her duties, the Board Chair will assume the responsibilities of President and CPO until the Executive Committee meets and a staffing strategy is implemented. The Board Chair will not be compensated for service during this interim period. During this interim period, the Board Chair Elect will assume the responsibilities of the Board Chair.

1. AUTHORITY AND COMPENSATION OF THE ACTING PRESIDENT AND CEO

The person appointed as Acting President and CPO shall have the full authority for decision making and independent action as the regular President and CPO. The Acting President and CPO may be awarded compensation for their efforts. This shall be determined by the Executive Committee based on the duration of the assignment and available resources.

2. BOARD OVERSIGHT

The Executive Committee of the board shall be responsible for monitoring the work of the Acting President and CPO and provide special support as needed by the Acting President and CPO in this temporary leadership role.

3. COMMUNICATIONS PLAN

Immediately upon transferring the responsibilities to the Acting President and CPO, the Board Chair will notify staff members, members of the Board of Directors and key volunteers of the delegation of authority. The Board Chair or their appointee will serve as the spokesperson to the media in the event a transfer occurs and the media inquires.

As soon as possible after the Acting President and CPO has begun serving in their interim capacity, the Board Chair and the Acting President and CPO shall develop a plan to communicate the temporary leadership structure to key external supporters of UWCIL. This may include (but not be limited to) UWCIL committees, campaign partners, civic leaders, major donors and others whom the Executive Committee and Acting President and CPO deem appropriate.

4. COMPLETION OF SHORT-TERM EMERGENCY SUCCESSION PERIOD

The decision about when the absent President and CPO returns to lead UWCIL should be determined by the President and CPO and the Board Chair. 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 Executive Committee, with the intention that the President and CPO will eventually resume 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 or does last more than three months. The Executive Committee may approve a long-term absence of the President and CPO for more than three but no longer than six months. In extenuating circumstances, the Executive Committee may grant extensions beyond six months of up

to thirty days, on a month-by-month basis. The procedures and conditions to be followed should be the same as for a short-term absence with the following addition:

The Executive Committee will give immediate consideration to temporarily filling the position by naming an Interim President and CPO which may or may not be a current member of the UWCIL staff. This is in recognition of the fact that for an absence of more than three months, it may not be reasonable to expect the current staff to carry the duties of President and CPO along with their other responsibilities.

An Interim President and CPO shall have full authority for day-to-day decision making and independent action as the regular President and CPO. Compensation for the Interim President and CPO shall be recommended by the Executive Committee with final approval by the board of directors.

SUCCESSION PLAN IN EVENT OF A PERMANENT CHANGE IN PRESIDENT AND CEO

A permanent change is one in which it is understood the President and CPO will not be returning to the position due to injury or death, has made the decision to resign or retire or employment is terminated by the board of directors. The procedures and conditions should be the same as for a long-term, temporary absence with one addition:

The Board of Directors will appoint a Transition and Search Committee within 30 days of official notification that the President and CPO has or will be vacating the position. The size and scope of a Transition and Search Committee will be determined by the Board of Directors but should include various constituents such as community/civic leaders, member/s of the board of directors and other campaign donors. The Committee will be responsible for planning the recruitment and selection process of a permanent President and CPO. The Committee will also determine the need for an interim President and CPO and consider the need for outside consulting assistance and/or the involvement of United Way Worldwide resources which will be dependent on the circumstances of the transition and the Committee's capacity to plan and manage the transition and search. The Committee will be chaired by the Board Chair Elect of the Board of Directors.

APPROVAL OF THIS PLAN

This succession plan will be approved by the Board of Directors. The Board Chair and the President and CPO shall sign this plan. Copies of this Succession Plan, along with any supporting documentation, shall be maintained by the current Board Chair and the President and CPO. The Human Resources Committee is charged with reviewing and/or updating this plan at a minimum of every three years.

Signatures of Approval:

Chair, Board of Directors

Name

Date

President and Chief Professional Officer

Name

Date

Supporting documentation to include things such as:

Job description

UWW contact information

Location of board minutes

Insurance agent

Payroll company contact info

Staff contact information

Other information as deemed necessary