Resources for Independence Central Valley

Executive Director Succession Procedures

First Scenario

1. Executive Director gives notice of 60 days or more

a. The Board President will ensure that the Department of Rehabilitation Resource Specialist is notified

2. The Executive Committee will create a job announcement

b. they will review the E.D. job description and add any details to the announcement that are especially pertinent for the current RICV situation, i.e., is there currently a stronger need for fund raising, new program development, meeting government regulations, etc.?

3. The announcement will be advertised with or sent to several of the following:

a. all RICV staff members

b. posted on the RICV web page

c. California Department of Rehabilitation (DOR)

d. California Foundation for Independent Living Centers (CFILC)

e. Central Valley Coalition for Human Services (CVCHS)

f. National Council on Independent Living (NCIL)

g. California State Independent Living Council (Cal-SILC)

h. Independent Living Research Utilization (ILRU)

4. The Board of Directors (or Executive Committee) will meet with the Executive Director to plan for a transition

a. a search committee is established, including the Executive Director

b. the committee reviews job applicants and chooses those to interview, generally between 3 and 6.

c. the final candidate is recommended to the full board for approval; this might include a final interview with the full board

5. If time permits, the new Executive Director is hired before the outgoing E.D. leaves so training can occur

a. if the new E.D. can not start in time, arrangements should be made for distance mentoring with the outgoing E.D.

Second Scenario

1. Executive Director gives little or no notice or the Board removes the Executive Director

a. the Department of Rehabilitation Resource Specialist is notified

2. The Executive Committee designates a staff manager to supervise staff and programs until a decision can be made regarding an interim Executive Director; this person should be determined in advance in coordination with the Executive Director if at all possible

3. The Board of Directors calls an emergency meeting to determine if they want the staff person to be the interim Executive Director to continue in the role for several months, or if they want to hire an interim E.D.

a. if an interim E.D. is to be hired, an request for proposals is developed by the Executive Committee and sent to:

1. CFILC

2. DOR

3. Cal-SILC

4. posted on the RICV web page

5. other known potential consultants

b. the Executive Committee reviews the proposals and chooses an interim director

4. The Executive Committee will create a job announcement

a, A search committee is established; a decision is made whether to include the Interim E.D. in the work of this committee

b. they will review the E.D. job description and add any details to the announcement that are especially pertinent for the current RICV situation, i.e., is there currently a stronger need for fund raising, new program development, meeting government regulations, etc.?

5. The announcement will be advertised with or sent to several of the following:

a. all RICV staff members

b. posted on the RICV web page

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