Transition Committee Roles and Responsibilities

The main tasks of the Transition Committee follow and are guided by a Transition Consultant.

- Arranging a proper send-off for the departing executive
- The selection, if needed, of an interim executive
- A thorough organizational audit to determine the key challenges the next CEO will face; a visioning session to determine the desired future of the organization
- Deciding on how the search will be conducted
- The search for a new chief executive
- A carefully structured entry for the newly hired executive that sets him or her up for success—welcoming rituals, community introductions, performance goals, an evaluation protocol.

SPECIFIC Duties of the Committee (may) include:

1. Assure a healthy closure with the departing ED
   - Acknowledgement of achievements and legacy; goodbye rituals
   - Provide opportunities, especially to staff, for coming to terms with the loss of their leader and for visioning what they want in their next leader
   - Elicit ED’s advice on future vision for agency and successor profile
   - Transfer of key executive duties to staff, Board and successor -- especially financial oversight, fund raising, contracts management and program oversight
   - Clear definition of future role of departing ED, if any, with agency

2. Plan the transition & search activities
   - Updating the agency’s future vision
   - Assessing the agency’s current status—strengths, challenges, opportunities
   - Creating the profile of skills and characteristics needed in next ED
   - Planning and executing the executive search
   - Making personal contacts to recruit ED candidates
   - Screening candidates, checking references and forwarding finalists to Board for selection
   - Negotiating terms of employment with selected ED
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- Appointing an interim executive if needed
- Announcing to all key external and internal stakeholders the transition and search plan
- Assuring proper involvement of staff in transition and search activities

3. Assure a healthy **beginning for the new ED**
   - Orientation to agency programs, systems, people, and stakeholders
   - Establishment of solid lines of communication between Board and ED
   - Delineation of initial performance goals for ED
   - Creation of a professional development plan for ED
   - Specification of performance evaluation system for ED and evaluation date

Participation:
Phase I: There are about 2-3 meetings during the first phase (getting the assessment and community meeting completed, and to plan a departure party)
Phase II: There are about 3-4 meetings during the search phase, which includes at least two interviews
Phase III: There is one final wrap-up meeting to get organized for the final ‘thrive’ phase.
Anyone committing to being part of the search and interview process must attend all of those meetings.