

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.

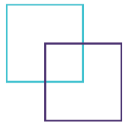
SPECIFIC Duties of the Committee (may) include:

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.