

LEADERSHIP TRANSITION COMMITTEE

Duties and Responsibilities

1. Assure a healthy closure with the departing Director
 - a) Acknowledge achievements and legacy; good bye rituals.
 - b) Provide opportunities, especially for staff, for coming to terms with the loss of their leader and for visioning what they want in their next leader.
 - c) Elicit Director's advice for future vision for organization and successor profile.
 - d) Clearly define future role of departing Director, if any, with organization.
2. Plan the transition and search activities
 - a) Update/affirm the organization's future vision.
 - b) Assess the organization's current status – strengths, challenges, and opportunities.
 - c) Announce to all key external and internal stakeholders the transition and search plan.
 - d) Assure proper involvement of staff in transition and search activities.
 - e) Create the profile of skills and characteristics needed in the next Director.
 - f) Plan and execute the leadership search.
 - g) Make personal contacts to recruit Director candidates.
 - h) Screen candidates, check references and forward finalists to Board for selection.
 - i) Negotiate terms of employment with selected Director.
 - j) Appoint an interim director if needed.
3. Assure a healthy beginning for the new Director
 - a) Orient to organization programs, systems, people and stakeholders.
 - b) Establish solid lines of communication between Board and Director.
 - c) Delineate initial performance goals for Director.
 - d) Create a professional development plan for Director.
 - e) Specify performance evaluation system for Director and evaluation dates.