




Policy and Procedures

<u>DEPARTMENT NAME</u> Administration		
<u>SUBJECT</u> Succession Planning		<u>POLICY NUMBER: AD-013</u>
<u>APPROVAL:</u> 	<u>Effective Date:</u> 5/20/2021	<u>REPLACES :</u> New policy

- I. **PURPOSE:** A succession plan is critical to maintain continuity of critical operations and strategic objectives during transitions in leadership.

- II. **REVIEW HISTORY:** New policy

- III. **CONTACT:** Chief Executive Officer

- IV. **PERSONS AFFECTED:** All employees of the Children’s Network of Southwest Florida

- V. **POLICY:** Children’s Network of Southwest Florida’s executive leadership team will develop a succession plan with the goal of minimizing disruptions or setbacks to critical operations during transitions in leadership. The plan will be reviewed and approved by the board of directors. The plan will be reviewed and updated following any transitions in executive leadership or on an as needed basis.

- VI. **RATIONALE:** The Children’s Network, will determine critical positions which, if left vacant, would adversely affect the agency and cause detriment to the health and safety to the agency’s clients and employees. By preparing for the eventuality of turnover in critical positions, the Children’s Network will be able to maintain requirements necessary to keep the agency functioning effectively.

- VII. **CROSS REFERENCES:** DCF contract HJ300.

- VIII. **PROCEDURES:** The Chief Executive Officer will put the following actions into place to assure continuity of operations.
 - A. Identifying critical positions and their key leadership and management functions

 - B. Determining under what conditions interim authority can be delegated for those positions, including unexpected leadership disruptions and planned

departures, and limitations of that authority;

C. Ascertaining to whom various leadership and management functions will be delegated;

D. Identifying governing body and staff responsibilities as they relate to transition planning and the resources needed to effectively and efficiently manage active transition periods;

E. Communicating succession planning and leadership transitions to the board of directors, staff, and other relevant stakeholders;

F. Developing mechanisms for assessing readiness to assume leadership positions and for providing training, mentorship, and other leadership development opportunities to support readiness.