

WSHIP Executive Director Succession Plan (Approved By Board of Directors 9-14-16)

UNPLANNED LEAVE

Appointing an Interim Executive Director

The Board will be responsible for appointing an interim Executive Director if the current Executive Director leaves unexpectedly or is out for illness or personal reasons for a defined period of time.

- It is expected that an external person will be hired for the interim position.
 - Executive level resource from BMI (or current Administrator)
 - Other state high risk pool Executive Director (current or former)
 - Consultant
- The Board Chair in consultation with the Executive Committee will appoint an interim Executive Director within 15 days of the Executive Director's unplanned leave.
- The Executive Committee and Board Chair will take on a more active oversight role during the term of the interim Executive Director.
 - The Executive Committee will meet monthly during the transition period.
 - The Executive Committee will develop a communication plan on who should be contacted when and why during the transition.
 - The Board Chair will meet with staff to announce the interim position, the Board's role, and outline expectations for the transition time frame.
 - The Board Chair will prepare an email to vendors and other key stakeholders announcing the interim Executive Director and providing an outline of the succession plan timeline.
- The Board Chair will initiate the search and appointment of a new Executive Director as described below.

PLANNED RESIGNATION

Appointing an Interim Executive Director

The Board will appoint an interim Executive Director (to be appointed in the same manner as described in the "Unplanned Leave" section above) while a search for a new Executive Director is underway.

Appointing a New Executive Director

Review of Job Description and Qualifications

- The Executive Committee will review the existing job description and qualifications. Key questions include:
 - Will the job be the same as what is currently being done?
 - In what ways will it be different than the current structure?
 - Do we want to restructure the position or key responsibilities in any significant ways?

- What is our compensation package? Does it require any changes?
- The Executive Committee, with assistance from WSHIP's human resources vendor (or a consultant), will prepare an updated job description and a description of the ideal candidate for use by the Screening Committee. This description should include salary range and benefit package information.

Screening Committee

The Board will establish an ad hoc Screening Committee. The committee will be chaired by the Board Chair or their designee. The committee should be composed of at least four other Board members who agree to manage the search process and recommend finalists for consideration by the full Board.

The Screening Committee will:

- Consider using a recruitment firm or consultant to help with the process
- Establish a budget and timeline for the process
- Create and/or approve advertising for the position
- Establish a process to screen and review submitted resumes
- Develop ranking criteria and a selection process to interview candidates
- Perform screening interviews with up to 7 candidates
- Draft questions and an interview protocol for the Board's interview of finalists
- Keep the Board informed on the progress, candidates, and the interview process

Selection Process

The Board will interview the Screening Committee's top three candidates and select a candidate for the Executive Director position.

The Board Chair will make the offer to the selected candidate. Communication to the other candidates will be undertaken by the Board Chair or their designee.

The Board Chair will develop a communication plan to announce the appointment of the new Executive Director.