



Operational Expectations Monitoring Document
 OE-2 Emergency Executive Director Succession

Certification of the Executive Director: I certify this report to be accurate

Signed, *[Signature]* Date: 7/1/24

- In Compliance
- Compliance with Noted Exceptions
- Not in Compliance

Interpretation/Summary statement of the ED:

The Chief Executive Officer ensures that the Board has a plan in place which accounts for a long-term absence, which is interpreted as longer than two weeks, or permanent separation. The plan should account for major responsibilities of the ED, ensure capacity of existing staff to carry out the duties, and be written down and termed Succession Guide.

Disposition of the Board: Date: _____

- In Compliance
- Compliance with Noted Exceptions
- Not in Compliance

Summary statement/direction of the Board:

OE-2 Emergency Executive Director Succession

	CEO		Board	
	In Compliance	Not in compliance	In Compliance	Not in compliance
The Executive Director has a written plan for the designation of at least one other executive staff member who is familiar with the board's governance process and issues of current concern and is capable of assuming the Executive Director responsibilities on an emergency basis until the board appoints a temporary or permanent replacement.	x			
The Executive Director has a written plan for succession in the event of the Executive Director position being vacated.	x			