

# Executive Director Transition Plan



TASK	DATE	STATUS
<b>PHASE 1: Plan and Roles</b>		
BOD agreement on the transition plan	10-2-2020	COMPLETED
Creation of the transition committee	10-2-2020	COMPLETED
Develop a communication plan	10-12-2020	COMPLETED
<b>PHASE 2: Information Development and Job Description</b>		
ED job description will be updated	Nov 2020	COMPLETED
A review of compensation parameters will be conducted	Nov 2020	COMPLETED
Transition Committee will conduct research into the potential of partnering with another organization for an executive director	Nov 2020	COMPLETED
The current ED will draft a selection packet (job description, job announcement, selection criteria) for applicants	Nov 2020	COMPLETED
Transition Committee will approve packet and other information and materials.	Nov 13, 2020	COMPLETED
Approve <b>deadline of December 18<sup>th</sup></b> for receiving applications	Nov 13, 2020	COMPLETED
<b>PHASE 3: Distribution of Job Announcement/ Application Process Started</b>		
Distribution of Job Announcement	Nov 16-20, 2020	COMPLETED
Develop questions for interviews and finalize selection criteria	Dec 2020	In Process
Transition Committee meeting :reviewing candidates to interview	Dec 2020	In Process
Board of Directors Planning Session	Dec 4, 2020	
Candidates contacted to set up interviews for early January 2021	Dec 2020	
<b>PHASE 4: Interviews, References, Final selection</b>		
Interviews Conducted by Transition Committee	Jan 2021	
Weeks of Jan 4-8, 2021 and Jan 11-15, 2021		
Final selection meeting – 1-2 candidates for Board to Interview	Jan 15, 2021	
Contact references and other due diligence	Jan 2021	
Board of Directors Meeting – final selection	Jan 29, 2021	
<b>PHASE 5: Onboarding</b>		
Offer, negotiation and acceptance of the position	Feb 2021	
Announcement of final selection	Feb 2021	
Contract Developed and Signed	Feb 2021	
ED Orientation Session with Outgoing ED	Feb 2021	