

WESTSIDE REGIONAL CENTER
EXECUTIVE LEADERSHIP SUCCESSION POLICY

A change in executive leadership is inevitable for all organizations and can present many challenges. It is the policy of the Westside Regional Center (WRC) to be prepared for such a change in leadership. This succession plan policy is a tool which is designed to prepare WRC for anticipated and unanticipated absences of, or vacancies in, the Executive Director position in order to maintain the accountability and ensure the stability of the organization until new leadership is identified. The WRC Board of Directors shall be responsible for both implementing this succession policy and its related procedures and communicating with the Department of Developmental Services (“Department”) in the event of a temporary or permanent vacancy in the WRC Executive Director position.

Procedures for Succession

1. The President of the WRC Board of Directors shall notify the Department within one (1) business day of an unanticipated Executive Director vacancy or absence, or within one (1) week of learning of the Executive Director’s planned resignation, absence or retirement.
2. In the event of the temporary absence of the Executive Director (e.g., illness, surgery or leave of absence), the Board’s Executive Committee shall work with the Executive Director (if available), to develop a plan that ensures accountability and stability for the organization. The plan should assign specific duties to other key members of the Executive Leadership Team during the Executive Director’s temporary absence.
3. In the event of a permanent vacancy in the WRC Executive Director position, the Executive Committee of the Board shall take the following actions:
 - a. Within five (5) business days, appoint, with the approval of the full Board, an interim Executive Director to ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed as outlined in other WRC Board Governance Policies (e.g., Policies on the Board-Executive Relationship, Executive Limitations Policy). The Executive Committee may need to call an emergency meeting of the full Board to accomplish the timely appointment of an interim Executive Director. Alternatively, the Executive Committee may call an emergency

- meeting of the Executive Committee to appoint an interim Executive Director, which appointment will be presented to the full Board for ratification at the next regular meeting of the Board. The Executive Committee shall communicate with key stakeholders regarding actions taken in naming an interim Executive Director.
- b. Within fifteen (15) days, appoint an ad hoc Executive Search Committee comprised of at least four (4) members of the Board of Directors, including the Board President and the Director designated by the Service Provider Advisory Committee. The Committee members may also include two (2) individuals served by WRC and/or their family members. The Executive Committee may need to call an emergency meeting to accomplish the timely appointment of an ad hoc Executive Search Committee. This Committee shall be charged with developing an Executive Director Recruitment Plan, which shall be sent to the full Board for its review and approval prior to transmission to the Department. The Executive Committee shall provide the Department with the Executive Director Recruitment Plan within one (1) month of notifying the Department of the vacancy.
 - c. The Executive Director Recruitment Plan should include, but shall not be limited to, the following deliverables:
 - 1) Assessment of WRC's leadership needs to ensure the selection of a qualified and capable leader who is representative of the cultural and ethnic characteristics of the WRC community, is a suitable fit for the organization's mission, vision, values and guiding principles, and has the required skills to lead the organization;
 - 2) Review and update of the Executive Director position description based on assessed needs;
 - 3) Development of a plan to both research/contract with one of the appropriate executive search firms, and advertise the vacancy on the internet and in print media to attract a diverse pool of candidates. WRC shall at the same time encourage the interim Executive Director and other interested internal candidates to apply for the vacant position;
 - 4) Development of a process and timeline for reviewing applications and presenting key finalists to the Board for consideration and approval;
 - 5) Development of a process and a timeline for conducting interviews of approved finalists; and
 - 6) Establishment of a timeline for the selection and onboarding of the new Executive Director.

- d. Once the Executive Search Committee has completed its interviews of the approved finalists, the Executive Search Committee shall within fourteen (14) days:
 - 1) Select a final candidate; and
 - 2) Request Board approval on the final candidate.
- e. Once the full Board approves a final candidate, the Executive Committee shall, within forty-five (45) days:
 - 1) Notify the final candidate of their selection;
 - 2) Conduct and oversee a background check of the final candidate;
 - 3) Negotiate and, with the approval of the full Board, make a final employment offer to the candidate;
 - 4) Establish the selected candidate's start date;
 - 5) Cause a contract for the selected candidate's employment to be drafted and then reviewed and approved by the full Board;
 - 6) Establish recommended priorities and goals for the new Executive Director; and
 - 7) Develop for the new Executive Director, an orientation and onboarding process, which shall be reviewed and approved by the full Board.