## Sample BPM Policy on CEO Succession & Transition

At any time, the Chair may appoint a succession/transition task force to explore options and propose strategies and board policies related to succession and transition of the CEO and to facilitate any special needs of the outgoing and incoming CEOs and their families.

- The incumbent CEO should give the board, if possible, a ___-month notice of intent to leave that office.
- Any need for an acting or interim CEO will be considered and determined by the board.
- The board Chair is authorized, as soon as a vacancy or scheduled departure of the CEO is known, to appoint a search committee and committee chair.
    - The search committee may include up to _#_ people not on the board, including (constituency representation)________.
    - The search committee is expected, within 30 days, to recommend for board approval:
        - a position announcement,
        - a recommendation on any search consultant to be used,
        - the appointment of a search secretary/facilitator, and
        - a budget for the search.
    - The search committee should present __# qualified candidates to the full board for selection.
    - A special task force, appointed by the Chair will, at the time of selection,
        - negotiate the new CEO's compensation and service agreement and
        - give both the incumbent and successor CEO any special performance priorities from the board to facilitate a seamless leadership transition.
- After leaving the organization, the outgoing CEO may be given a paid role, but only at the initiative of the new CEO after consultation with board officers.
    - Other arrangements with the departing CEO shall be approved in advance by the board
- The Chair shall appoint a CEO onboarding task force to work with the incoming leader and the institution to work out logistics, moving, welcoming and constituency relationship introductions.