



Emergency Succession Plan

(Adopted January 2012,
Updated January 2016)

The Board of Directors of the Florida Wildflower Foundation (FWF) recognizes that this is a plan for contingencies due to the disability, death or departure of the Executive Director. If the organization is faced with the unlikely event of an untimely vacancy, FWF has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The Foundation board has reviewed the job description of the executive director (attached), and has a clear understanding of the Executive Director's role in organizational leadership, program development, program administration, operations, board of directors, relationships, financial operations, resource development and community presence.

Succession Plan in Event of a Temporary, Unplanned Absence: Short-Term - A temporary absence is one of less than three months in which it is expected that the Executive Director will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as an illness or a sabbatical. The Board of Directors is authorized (or authorizes the Executive Committee) to implement the terms of this emergency plan in the event of the unplanned absence of the Executive Director.

Authority and Compensation of the Acting Executive Director - The person appointed as Acting Executive Director shall have the full authority for decision-making and independent action as the regular Executive Director. The Acting Executive Director may be offered one of the following, to be determined by the Executive Committee: a temporary salary increase to the entry-level salary of the executive director position, a bonus during the Acting Executive Director Period, or no additional compensation.

Board Oversight - The board members responsible for monitoring the work of the Acting Executive Director shall be the Chair and Vice Chair. The above named people will be sensitive to the special support needs of the Acting Executive Director in this temporary leadership role.

Communications Plan - Immediately upon transferring the responsibilities to the Acting Executive Director, the Board Chair (or highest ranking Board member) will notify staff members, members of the Board of Directors and key volunteers of the delegation of authority.

As soon as possible after the Acting Executive Director has begun covering the unplanned absence, board members and the Acting Executive Director shall communicate the temporary leadership structure to the following key external supporters of Florida Wildflower Foundation. This may include (but not be limited to) government contract officers, foundation program officers, civic leaders, major donors, and Foundation members and supporters.

Completion of Short-Term Emergency Succession Period - The decision about when the absent Executive Director returns to lead the Foundation should be determined by the Executive Director and the Executive Committee. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time

can be allowed, by approval of the Executive Committee, with the intention of working their way back to a full-time commitment.

Succession Plan in Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed shall be the same as for a short-term absence with one addition:

The Executive Committee will give immediate consideration, in consultation with the Acting Executive Director, to temporarily filling the management position, if any, left vacant by the Acting Executive Director. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting Executive Director to carry the duties of both positions. The position description of a temporary manager would focus on covering the priority areas in which the Acting Executive Director needs assistance.

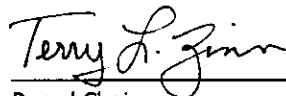
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Unexpected resignation of the Executive Director – If the Executive Director resigns, she/he will provide, if possible, two weeks notice. During those two weeks, the Executive Director will work with the appointed Acting Executive Director to provide insight into the Foundation’s workings.

Checklist for Acceptance of All Types of Emergency Succession Plans

- Succession plan approval. This succession plan will be approved by the Executive Committee and forwarded to the full Board of Directors for its vote and approval. This plan should be reviewed annually.
- Signatories. The Board Chair, the Executive Director, and the designated Acting Executive Director Appointee shall sign this plan.
- Important Organizational Information. An Information and Contact Inventory is attached to this document. Also attach a current list of the organization’s board of directors.
- Copies. Copies of this Emergency Succession Plan along with the corresponding documentation shall be maintained by The Board Chair, the Executive Director, and the Acting Executive Director Appointee.

Signatures of Approval:



Board Chair

1-29-16

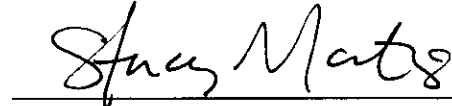
Date



Executive Director

1-29-16

Date



Individual Selected as Acting Executive Director

1-29-16

Program Manager

Acting Executive Director’s Current Title

1-29-16

Date