



Educate • Advocate • End Abuse

Safe Berks  
255 Chestnut Street  
Reading, PA 19602

Phone: 610.373.1206  
Fax: 610.372.4188

SafeBerks.org

We work to end  
domestic violence and  
sexual assault

## **SAFE BERKS CHIEF EXECUTIVE OFFICER SUCCESSION PLAN**

The Board of Directors and Executive Staff of Safe Berks has created the following Succession Plan to govern the operation of Safe Berks in the event of a planned or unplanned leave of absence, or termination of employment, of the Safe Berks Chief Executive Officer.

### **SHORT TERM LEAVE OF ABSENCE:**

A short term leave of absence is defined as the absence of the Chief Executive Office (CEO) from Safe Berks for a period of six (6) weeks or less. The Plan enacted will be the same if the leave of absence is a planned or unplanned occurrence.

- During the short term leave of absence the current Chief Operating Officer (COO) and Chief Financial Office (CFO) (each, an Officer) will jointly become Acting CEO. The department heads will report to the relevant Officer as outlined in the Short Term Leave of Absence Organizational Chart attached to this document.
- The COO will retain authorization to sign bank checks under the same guidelines that existed prior to this period. The CFO will not have authorization to sign bank checks.
- Both Officers will have authority to make decisions regarding the operation of Safe Berks.
- Both Officers will report to the Board of Directors at the scheduled Board meetings.
- Both Officers will meet with President of the Board every other week to report on Safe Berks business.

### **LONG TERM LEAVE OF ABSENCE:**

A long term leave of absence is defined as the absence of the CEO from Safe Berks for a period longer than six (6) weeks.

- As soon as it is determined that the CEO's absence will be longer than six (6) weeks, the Executive Committee will commence the "Hiring of an Interim CEO" process.
- Until an Interim CEO is appointed, Safe Berks will operate under the Short Term Leave of Absence protocol.
- The Interim CEO will remain until it is determined by the Executive Committee and CEO that the CEO will return to Safe Berks, or until a candidate for a permanent CEO replacement is approved by the Board and that individual's employment begins at Safe Berks.
- In the case of a permanent CEO replacement, the period of contractual employment of the Interim CEO shall be at least six (6) months.

### **HIRING OF AN INTERIM CEO:**

The Executive Committee will be responsible for the process of hiring the Interim CEO.

- The Executive Committee will gather updated information about the Interim Executive Director Program at The Nonprofit Center at La Salle University's School of Business and similar programs.
- The Executive Committee will present to the Board of Director details of the Interim Executive Director/Interim CEO Program selected, and all related costs associated with the Program.
- The Board of Director must approve the selected Program by special vote before Safe Berks executes a contractual agreement.

#### SUCCESSION PLAN FOR A PERMANENT CHANGE OF CHIEF EXECUTIVE OFFICER:

A permanent change is the occurrence of the termination of employment of the CEO, whether it is a planned termination, or the decision of the Executive Committee that the CEO will not be returning from a Leave of Absence.

- The first action is implementation of the Long Term Leave of Absence Plan if it is not already in place.
- Once an Interim CEO is in place a Search Committee will be formed.
- Once a Search Committee is in place the Committee will start a search for the permanent CEO replacement.
- The individual in the position of the Interim CEO is not eligible to be hired for the permanent CEO position.
- The Board must approve the hiring of the Permanent CEO replacement before any offer of employment is made to a CEO Candidate.

#### SEARCH COMMITTEE:

The Search Committee shall consist of five members who reflect the diversity of Safe Berks' community, at least two of which shall be Board members. The Search Committee's sole responsibility shall be to identify and present to the Board candidates who are qualified to fill the position of Permanent CEO.

- The Chair of the Governance Committee will chair the Search Committee. If the Chair of the Governance Committee is unable to hold this position s/he shall appoint another person to the position.
- The Chair of the Search Committee will submit to the Board the names of individuals who are available to serve on the Search Committee. The Board must approve the appointment of individuals to the Search Committee before the Committee begins the search process.
- Employees of Safe Berks cannot be on the committee.
- The Committee will review the most recent CEO Evaluation and Strategic Plan. The Committee will develop a description of the skills and talents that CEO candidates must possess to empower them to help Safe Berks achieve its strategic priorities. The Committee will use this description in the search for CEO candidates.

#### COMMUNICATIONS:

The Board President will notify staff of the implementation of any part of the Succession Plan. The Acting CEO or Interim CEO will use the Safe Berks Communications Plan to notify community partners, donors, grantors and other funders of the temporary CEO position(s).

#### SUCCESSION PLAN REVIEW:

This plan will be reviewed in two circumstances.

- In the event that the current COO's or CFO's employment at Safe Berks is terminated the Governance Committee will immediately review the Succession Plan and proposed changes will be submitted to the Board at the next general meeting.
- If there is no change of the current COO or CFO, the Governance Committee will review the Succession Plan after every September Board meeting.
- A report, that includes any proposed changes, will be submitted to the Board at every October meeting.

#### APPROVAL OF THE SUCCESSION PLAN:

This plan and all attachments will be submitted to the Board of Directors for approval. Once approved by the Board the Succession Plan will become part of the purview of the Governance Committee.

**SAFE BERKS SHORT TERM LEAVE OF ABSENCE ORGANIZATION CHART**

