

**Summary of Request:**

A Board Task Force was appointed to make a recommendation regarding Executive Director Succession Planning. The Board Task Force appointed was Brenda Jackson, Rachel Gomez and Deborah Bell. The Task Force met on Sunday, February 18, 2007 and reviewed succession planning literature and a model succession plan.

**Historical Perspective:**

None. The Board does not have a succession plan.

**Pros and Cons:**

Pros: The adoption of a succession plan enables the Board to assure a smooth transition during the search for a new executive director.

Cons: None

**Task Force Recommendation:**

Move to adopt succession plan as submitted by the Board Succession Planning Task Force.

BOARD OF NURSE EXAMINERS  
POLICY AND PROCEDURE

POLICY NAME	SELECTION OF SUCCESSOR EXECUTIVE DIRECTOR
DATE OF ORIGIN	April 19, 2007
PURPOSE	<ul style="list-style-type: none"><li>• To have in place a succession plan in the event of the anticipated or unanticipated departure or incapacity of the Executive Director of the BNE</li></ul>

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1.0 POLICY	1.1 The Board will have a transition plan in place to ensure that the operation of the BNE remains fluid and uninterrupted in the event of the anticipated or unanticipated departure of the Executive Director of the BNE
2.0 STANDARDS/CRITERIA	2.1 The Board shall establish a search committee consisting of the President, Vice President and one Board Member charged to make the determination of whether to retain an internal or external search firm for the succession planning effort. The search committee may add additional members as it determines to be appropriate to accomplish the task of identifying the qualifications of prospective candidates and assisting in the identification of prospective candidates for the Board to select successor Executive Director.
	2.2 The Board, in consultation with the Executive Director, shall designate a person to serve as interim Executive Director in the event of a lapse of time from the anticipated departure of the Executive Director and the selection of a new Executive Director. The Board shall not select a current member of the Board to serve as interim Executive Director.
	2.3 Current members of the Board may not be a candidate to serve as Executive Director without first resigning from the Board. Upon the date of first publication of any notice or press release about the availability of candidates to apply to become Executive Director of the BNE, a member of the Board who has not resigned may not become a candidate.

2.4 The current Executive Director shall be responsible to ensure that procedures are in place to facilitate a fluid and uninterrupted transition in the event of the sudden departure or incapacity of the Executive Director of the BNE.

### 3.0 OPERATIONAL PROCEDURE

3.1 The Board shall implement the transition plan.

3.2 The following documents shall be maintained and kept current as a resource for the search committee, the search firm and potential candidates to evaluate the qualifications and requirements for the potential candidate pool and specific candidates:

- a) BNE strategic plan, appropriations, and mission and vision statements.
- b) Bylaws of the BNE.
- c) Executive Director job description (which includes qualifications).
- d) Relevant governance policies from the *Policies and Procedures* relating to the roles and responsibilities of the BNE Board members and its Executive Director.

3.3 The steps to be taken by the search committee to identify the qualifications of prospective candidates and to select the candidate for a successor Executive Director shall include at least the following:

- a) Meet with the interim Executive Director.
- b) Identify time line and confirm that required materials under ¶3.2 of this Policy have been assembled.
- c) Prepare a proposed budget to be submitted to and approved by the Board, including the need to hire a search firm, fees, the scope of search (internal and external), the need for additional Board meetings including travel expenses, relocation expenses, and other expenses related to the selection of a successor Executive Director.

- d) Determine the need for additional members to be the search committee.
- e) Determine other steps.

Policy of Executive Director for transition in case of immediate departure or incapacity of the ED.

- 1) The current Department Directors will share in responsibility of running the day-to-day operations of the agency.
- 2) The Directors will select a lead director to establish a point-of-contact to the board and for outside entities.
- 3) Lead Director will notify all State oversight agencies of the temporary agency change.