



## Succession for Executive Director Policy

Governance Section: Governance

Revision Date: 3/27/2025

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### Purpose

To provide for the continuity and transition of Pool operations in the event of death or disability of the Pool's Executive Director.

### Authority

1. Interlocal Agreement, section 3a ("all things necessary and proper") and section 6 ("engage an Executive Director").
2. Bylaws, section 4f ("selection of Executive Director and terms and conditions of employment"), section 18 (governance and control by Executive Committee of all matters except for matters reserved to Board), and section 34 ("Executive Director shall execute the directives of the Board and the Executive Committee").

### Definitions

**Senior manager** – The manager with the most years of service with the Pool. If that manager is unavailable, the next senior manager shall assume the duties described in this policy.

### Policy Statement

1. Pre event preparation
  - a. The Executive Director shall contemplate, prior to any adverse event, what they can do to anticipate the records, programs, or information that need to be in place if they are unable to perform the duties of Executive Director. The Executive Director shall thereafter produce and memorialize such records, programs, and information.
  - b. Develop easily accessible lists in print and electronic formats of:
    1. Job descriptions for all Pool employees,
    2. Contact information for all Pool Members and key Member personnel, insurance providers, Pool service providers including defense and legal counsel, partner organizations, and industry representatives.
  - c. Provide for adequate access and signature authority for access to Pool funds and assets.
  - d. Provide passwords to authorized personnel for access to Pool files and information.
  - e. Authorize or provide training to Pool staff to assist in assumption of Executive Director's duties.
  - f. Share short-term, medium-term, and long-term tentative and actual plans and strategies with senior Pool staff and Executive Committee.
  - g. Create and maintain a Business Continuity Plan and practice such plan annually.
  - h. Present the Business Continuity Plan to the Executive Committee.
2. Disability of unknown duration
  - a. The Deputy Director, or in the event of their unavailability, the next senior manager shall contact the Executive Director, if appropriate, and ascertain what assistance and input the Executive Director can provide to the operation of the Pool in the period of disability.
  - b. As soon as the disability of the Executive Director becomes known, the Deputy Director, or in the event of their unavailability, the next senior manager shall notify the President of the Pool and keep them apprised of relevant developments and problems.



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- c. After conferring with the Vice President and Secretary, the President may appoint an acting Executive Director or convene the Executive Committee to determine the appropriate course of action.
3. Death or permanent disability
  - a. As soon as the death or permanent disability becomes known, the Deputy Director, or in the event of their unavailability, the next senior manager shall notify the President of the Pool and keep them apprised of relevant developments and problems.
  - b. After conferring with the Vice President and Secretary, the President may appoint an acting Executive Director or convene the Executive Committee to determine the appropriate course of action.
  - c. The Board, with the assistance of the Executive Committee and Pool staff, shall begin the process to select a new Executive Director.
4. Executive Committee authority
  - a. In the period of uncertainty following the death or disability of the Executive Director the control of the Pool shall reside with the Executive Committee except for those powers reserved to the Board in the Interlocal Agreement, Bylaws, or Pool governance policies.
  - b. Until a new Executive Director is appointed by the Board, the Executive Committee may adjust the powers and duties that would otherwise be exercised by the Executive Director.

### Amendment

This policy may be amended by the Executive Committee.

### Policy History


Passed by the Executive Committee on March 24, 2016.


Revised by the Executive Committee on September 27, 2018.


Revised by the Executive Committee on June 27, 2019.

Revised by the Executive Committee on June 24, 2021.

Revised by the Executive Committee on March 27, 2025.

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