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COLORADO HUMANITIES

Executive Succession Plan

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Executive Succession Plan

DATE: September 2010

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

I. 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 a vacation or a sabbatical. The CH Executive Committee is authorized to implement the terms of this emergency plan in the event of the unplanned absence of the Executive Director.

In the event of an unplanned absence of the Executive Director, the Director of Operations is to immediately inform the Board Chair of the absence. As soon as it is feasible, the Chair should convene a meeting of the Executive Committee to affirm the procedures prescribed in this plan or to make modifications as the Committee deems appropriate. At that meeting, the Executive Committee will appoint an Acting Executive Director from senior staff. The Executive Committee may also consider the option of splitting executive duties among senior staff members, or other options, including external hires for the Executive Director's duties or duties of other staff members.

Authority and Compensation of the Acting Executive Director

The person appointed as Acting Executive Director shall have the same authority for decision-making and independent action as the regular Executive Director.

The Acting Executive Director may be offered a temporary salary increase.

Board Oversight

The board members responsible for monitoring the work of the Acting Executive Director shall be the Chair, Vice Chair, and Treasurer.

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 will notify staff members, members of the Board of Directors and key contractors and 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 CH. This may include additional government contract officers, foundation program officers, civic leaders, major donors, and others:

NEH Office of Federal/State Partnership

Federation of State Humanities Councils

Library of Congress Center for the Book

Motheread/Fatheread, Inc.

Completion of Short-Term Executive Succession Period

The decision about when the absent Executive Director returns to lead CH should be determined by the Executive Director and the Board Chair. They will decide upon a mutually agreed upon schedule and return date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working up to a full-time commitment.

II. 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 should 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 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.

Completion of Long-Term Executive Succession Period

The decision about when the absent Executive Director returns to lead CH should be determined by the Executive Director and the Board Chair. They will decide upon a mutually agreed upon schedule and return date. A reduced schedule for a set period of time can be allowed, by approval of the Executive Committee, with the intention of working up to a full-time commitment.

III. Succession Plan in Event of a Change in Executive Director Due to Death, Retirement or Other Termination

This change is one in which it is firmly determined that the Executive Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Executive Committee will consider whether a promotion from within existing CH staff is in the organization's best interests, or whether a search will be organized. If the Executive Committee decides upon a search, the Board Chair will appoint a Transition and Search Committee within 30 days to plan and carry out a transition to a new Executive Director. The committee will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Transition and Search Committee will also determine the need for an Interim Executive Director, and plan for the recruitment and selection of an Interim Executive Director and/or regular Executive Director

In the event of a planned future termination or resignation of the Executive Director, the search process shall be put in place no less than 90 days prior to the last day of service. In the event that a suitable replacement has not been secured in time to assume the duties of the Executive Director, the procedures for securing an Interim Executive Director shall be initiated.

NOTE: The Executive Director will give consideration to a candidate's potential for leadership in the organization in filling vacancies within CH's staff.

Information and Contact Inventory for Colorado Humanities*Accountant*

Name: Jeanne Surbrugg, CPA, PC

Phone Number/Email: 303.399.4606 Email: jeanne@surbruggcpa.com

Bank

Name(s): VectraBank Colorado, 5362 Greenwood Plaza Blvd., Greenwood Village, CO 80111

Account Numbers: 5794407642

Branch Representative(s): David Benson, Relationship Manager

Phone Number: 720.947.8542 or 720.947.7813 (David's direct number)

Fax: 720.947.8551 / Email: David.Benson@VectraBank.com

Signers on account: Maggie Coval, Charlie Bantis, Michel Dahlin and Brynda Shingles

Investments

Financial Planner / Charles Schwab

Representative Name: Thomas J. Murray

Phone Number: 720.895.3407

Web: www.schwab.com

Authorized to make transfers. Authorized to make wire transfers

Maggie Coval, Executive Director

Charlie Bantis, Treasurer, Chair of Finance and Infrastructure Committee

Community First Foundation

Representative Name: Marla J. Williams, President

Phone Number: 720.898.5922

Web: www.CommunityFirstFoundation.org

Information Technology

Name: Greystone Technology

Contact: Jay Ehmke

Phone Number: 303.757.0779

Web: www.JEhmke@GreystoneTech.com

Linode (Server Hosting)

Web: www.linode.com

Building Management

Company Name: Melcor Promenade LLC

Contact Name: Real Estate Manager

Phone Number/Email: 780.423.6931

Property Management

Company Name: Newmark Knight Frank

Contact Name: Shauna Nickless, Property Manager

Phone Number/Email: 303.221.4312 / snickless@ngkf.com

Insurance Information*General Liability / Commercial Umbrella*

Company/Underwriter: Alliance of Nonprofits (North American Elite)

Policy Number: CWB0000074-08 - 10525

Representative Phone Number/Email: Nonprofit Insurance Alliance Group, 303.894.0298,

www.insurancefornonprofits.org

Broker Phone Number/Email: Hina Jawaid, 720.207.2387 / hina.jawaid@hubinternational.com

Directors & Officers Liability

Company/Underwriter: Nonprofit Resources (United State Liability Insurance Company)

Policy Number: NDO1560946A

Representative & Broker Phone Number/Email: *Same as Above*

Health Insurance

Company/Underwriter: Humana

Policy Number: 733152

Representative Phone Number/Email: Lee Bell, Lee Bell and Associates, 719.836.4533, lee@leebellandassociates.com

Broker Phone Number/Email: Lee Bell, Lee Bell and Associates, 719.836.4533, lee@leebellandassociates.com

Workers' Compensation

Company/Pinnacol Assurance

Policy Number: 835492

Representative Phone Number/Email: Christina Moloney, Underwriter, 303.361.4225

Retirement Plan- 403(b)

T. Rowe Price

Phone Number/Email: 1.800.492.7670, troweprice.com

Date of Completion for Information and Contact Inventory: June 22, 2018

Name of Person Completing Document: Maggie Coval