

# SORED I Succession Policy

July 2023

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## **Policy statement:**

A change in executive leadership is inevitable for all organizations and can be a very challenging time. Therefore, it is the policy of Southern Oregon Regional Economic Development, Inc. (SORED I) to be prepared for an eventual permanent change in leadership – either planned or unplanned – to ensure the stability and accountability of the organization until such time as new permanent leadership is identified. The executive committee shall be responsible for implementing this policy and its related procedures.

It is also the policy of the board to assess the permanent leadership needs of the organization to help ensure the selection of a qualified and capable leader who is representative of the community; a good fit for the organization’s mission, vision, values, goals, and objectives; and who has the necessary skills for the organization. To ensure that the organization’s operations are not interrupted while the executive committee assesses the leadership needs and recruits a permanent executive director, the board will appoint an interim executive leadership as described below. The interim executive director shall ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed.

It is also the policy of SORED I to develop a diverse pool of candidates and consider at least two final candidates for its permanent executive director position. SORED I shall implement an external recruitment process, while at the same time encouraging the professional development and advancement of current employees. The interim executive director and any other interested internal candidates are encouraged to submit their qualifications for review and consideration by the search committee.

## **Procedures for succession:**

For a temporary change in executive leadership (i.e., illness or leave of absence) refer to the organization’s emergency succession plan. In the event the executive director of SORED I is no longer able to serve in this position (i.e., leaves the position permanently), the executive committee of the board of directors shall do the following:

- The Board President immediately takes temporary charge of SORED I
- Within five (5) business days, the Executive Committee appoints an interim executive director according to the following line of succession in the SORED I Emergency Succession Plan (*Section 6*)
- Within fifteen (15) business days appoint an executive transition committee, in the event that a permanent change in leadership is required. This committee shall be comprised of at least one member of the executive committee and two members of the board of directors. It shall be the responsibility of this committee to implement the following preliminary transition plan:

- Communicate with key stakeholders regarding actions taken by the board in naming an interim successor, appointing a transition committee, and implementing the succession policy. The organization shall maintain a current list of key stakeholders who must be contacted, such as EDA, jurisdictional members, and banking partners at which funds are held.
- Consider the need for consulting assistance (i.e., transition management or executive search consultant) based on the circumstances of the transition.
- Conduct a brief assessment of organizational strengths, weaknesses, opportunities, and threats to identify priority issues that may need to be addressed during the transition process and to identify attributes and characteristics that are important to consider in the selection of the next permanent leader.
- Establish a time frame and plan for the recruitment and selection process.
- Refer to the Hiring Policy and Procedures in the personnel handbook for additional procedures.

The executive Committee will use similar procedures in case of an executive transition that simultaneously involves the executive director and other key management. In such an instance, the board may also consider temporarily subcontracting some of the organizational functions from a trained consultant or other organizations.

Colleen Padilla, Executive Director  
7.24.2023