

NORTH COUNTRY HEALTH CONSORTIUM, INC.
POLICY GOVERNING
EXECUTIVE DIRECTOR SUCCESSION

The North Country Health Consortium [the Consortium] adopts the following policy for Executive Director (ED) succession. The policy includes two parts—the process the Board will follow to replace a retiring ED, and a process to continue uninterrupted service in the event of sudden loss of the ED.

Resigning or retiring Executive Director

The process for replacing a resigning or retiring Executive Director will be as follows:

- The Board with the ED will determine the exact retirement or resignation date of the current ED.
- The Board will determine a specific target date to bring on a new ED. This target date will be flexible to allow the selected candidate some latitude in the beginning date.
- If necessary the Board will designate an interim ED to serve for the time between the ending date of the current ED and the beginning date of the new ED. Board members are not eligible to serve as the interim ED.
- The Board President will nominate a Search Committee of three Board members and at least one member of the management staff. If possible, the current ED will be an ex-officio member of the Search Committee. The Board President may appoint up to two additional Search Committee members from the NCHC membership or community at large. The Board President will seek Board approval of the nominees.
- The Board will consider the need for any changes to the management structure before the search for a new ED.
- The Search Committee will:
 - update the job description for the ED
 - determine salary range and terms to be offered
 - identify advertising media to be used
 - establish a schedule to complete interviews, reference checks and selection
 - determine who will conduct the interviews and questions to be asked
 - communicate progress to the Board and staff
- The Search Committee will seek approval of the full Board for all of the above.
- The Search Committee will recommend no more than three nor less than two candidates for review.
- The Board will interview the final candidates and select the new ED.

- External candidates and current employees will be invited to apply for the position.
- The Board will set dates for three-month and six-month reviews of new ED performance. These reviews will be informal discussions between Board and ED for the purpose of assisting the ED to understand Board needs and intent, as well as affirmation of good ED performance. The Board will do a formal written performance evaluation of the ED after approximately one year of employment and then annually.

Sudden loss of ED

The process to continue uninterrupted service in the event of sudden loss of the ED will be as follows:

- Annually, the Board will designate one staff person who will assume the duties of the ED if, in the judgement of the Board of Directors, that becomes necessary.
- The current ED will compile a list of vital instructions for an interim ED and update that list annually.
- The list will include, but not be limited to, such information as:
 - a staff flow chart showing chain of command and job descriptions of all management personnel.
 - location of all bank accounts and financial records, and instructions about disbursement authority.
 - location of vital documents, such as policies and contracts.
 - location of computer backup files.
 - key contacts at the local, regional, State, and national level, with current contact information.
 - tickler file of important dates
- If it becomes necessary to implement these emergency procedures, the Board of Directors will meet as soon as possible with the designated interim ED to:
 - establish a plan for continued operation
 - officially designate the selected staff person to be the interim ED
 - establish a schedule of Board meetings to provide adequate support for the interim ED
- As soon as possible after the designation of the interim ED, the Board will implement the applicable procedures from the first half of this policy.

Adopted by Board of Directors: _____

August 27, 2010
Date

Revised and Adopted by Board
of Directors

August 12, 2011
Date