



EXECUTIVE DIRECTOR TRANSITION POLICY and CHECKLIST

EFFECTIVE MAY 5, 2015

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SEAFC

Executive Director Transition Policy and Checklist

1.0 PURPOSE

The Board of Directors of the SEAFC has established this policy to provide for a smooth and consistent transition from an outgoing Executive Director to an incoming, new Executive Director.

2.0 OBJECTIVE

In the event a vacancy occurs and becomes necessary to replace the Executive Director, continuity of operations of business of the SEAFC is critical. Observance of this policy will provide guidance and direction in the transfer of records and reports, financial information, pending issues and commitments, all property of the SEAFC, etc.

3.0 TRANSITION PROCESS

Upon the decision of the Executive Director to resign the incumbent shall provide written notification to the entire SEAFC Board of Directors of the intent to sever employment in 30 days. Likewise, a 30 day written notice shall be given to the Executive Director should termination of employment become necessary.

The following lists the responsibilities of both the outgoing Executive Director and the SEAFC President and/or Board of Directors during the 30 day notice period.

3.1 The actions/responsibilities required of the outgoing Executive Director include:

- A. The Executive Director shall establish a remote access bank account to allow for continual financial management of the Association. The chairperson of the Audit and Finance Committee will be co-manager of this account until a new Executive Director is selected.
- B. The Executive Director will continue to perform the normal duties of the position through the 30 day notice period of employment.

- C. If a new Executive Director is selected during the 30 day notice period, the incumbent shall assist the incoming Executive Director in transitioning into the position. Explaining processes, advising, educating and discussing policies and procedures will be expected.
- D. The Executive director shall send by certified mail or tracking carrier such as UPS or FedEx all SEAFc equipment, files, folders, discs, software and any other property of the SEAFc no later than three weeks into the 30 day notice period. All such property will be delivered to the Audit and Finance Committee Chairperson or a person as designated by the President.
- E. The Executive Director shall file a change of address notification with the U.S. Postal Service indicating the new address where all SEAFc mail should be forwarded. The new address will be that of the incoming Executive Director or the appointed Secretary/Treasurer, whichever may apply. Such address shall be provided by the President.
- F. Should the outgoing Executive Director receive any SEAFc mail after employment, he or she shall immediately forward such mail to the address provided by the President.
- G. The Executive Director shall present a final invoice for the last month of service to the Audit and Finance Committee Chairperson or a person as designated by the President. He or she will receive a final check by mail after all SEAFc property has been returned and signed for.
- H. Should any SEAFc property be missing or unaccounted for the value of such property will be withheld from the final paycheck.

3.2 The actions/responsibilities required of the President and/or Board of Directors include:

- A. The President shall call a Special Meeting of the Board of Directors to discuss the pending vacancy. The Board shall vote to accept the resignation or termination. The Board shall adopt a Resolution to remove the outgoing Executive Director from the bank signature card on file to be effective on the appropriate date.
- B. The President or the Audit and Finance Committee Chairperson shall notify the bank of the Resolution and any new signature authorized.
- C. The President and/or the Executive Committee shall immediately begin a search to replace the outgoing Executive Director OR a plan for replacement shall be immediately developed. The President shall inform the Board of Directors of any plans and the status of filling the position and may seek the Board's input on the replacement plan.
- D. If it is anticipated that the Executive Director position will be vacant (i.e. without an immediate replacement) for more than 15 days the President shall appoint a

Secretary/Treasurer to serve until a new Executive Director is hired (See Constitution Article III, Section 7 B).

E. All passwords to web accounts shall be changed effective on the appropriate date.

Adopted by the Board of Directors on this 5th day of May, 2015

Lisa Moatts
Executive Director

Wallace Possich
Constitution & By-Laws Committee Chairman