

## **740 - Board Member and Administration Succession Policy**

Approved by GWA Board of Directors 12/18/2014

### **Purpose:**

To create an orderly, common procedure for replacing George Washington Academy (“GWA”) Board members and administration in order to ensure continuity in governance and in operation at the school in the event of the departure of a Board member or the Executive Director.

### **Policy**

Board members or key management personnel wanting to resign their position will do so in a way that provides adequate time for training of new individuals and the continuing governance of the school.

In order to maintain continuity with the Board, Board members shall serve staggered terms, with the goal of no more than one-third retiring in any given year. The number of voting Board members shall not be less than five (5) nor more than nine (9), at the discretion of the Board.

### **Board Succession Procedure**

GWA's Board shall follow the succession procedures outlined in Article IV of GWA's Bylaws.

### **Administrative Succession Plan**

#### ***Planned Departure of Key Management***

The Board asks that the Executive Director give the Board at least three months’ notice of intent to leave GWA. Upon learning of the Executive Director’s intent to depart GWA, the Board will appoint a search committee that includes members of the Board to coordinate the search for a successor. The search committee will develop a search process to present to the full Board for approval.

The Board will take steps in order to ensure that the replacement administrator is able to effectively lead GWA and accomplish the mission and the goals established by the Board. When the search committee is organized, the Board will have a discussion in order to:

- Ensure that the Board is unified in its understanding of GWA mission
- Ensure that the Board is unified in its understanding of GWA strategic direction
- Ensure that the Board is unified in its understanding of the roles and responsibilities of the Executive Director position
- Ensure that the Board is unified in its understanding of the key competencies of an effective Executive Director.

#### ***Unplanned Departure of Executive Director***

If the Executive Director's departure is unplanned or occurs in advance of the completion of the search process, the Board will appoint an acting Assistant Director. The Board may also decide that it is in GWA best interest to identify individuals outside GWA to provide additional short-term administrative assistance to GWA during the search process.

***Capacity Building of Administrative Team***

The Board realizes its responsibility to adopt the vision and goals of GWA. The Executive Director is expected to develop delivery practices of curriculum that aligns with the mission and vision of the school. When an entire educational team understand the mission, and clearly understand their role, it will help strengthen the school and facilitate an orderly transition in the event of the Executive Director's departure.

***School Oversight During Search Process***

During the search process, the Board or a committee of Board members will meet regularly with the acting administrative team, review reports about the progress of GWA and its programs, the performance of the organization, the financial condition of the school, and personnel issues in order to ensure adequate oversight on the part of the Board during the transition period.

The search committee will use the results of the prior Board discussions to develop a list of priority attributes to guide the search process and will evaluate candidates against these attributes. When a short of list of interviewees is identified, the search committee will establish a process for interviewing and evaluating candidates

The search committee will then recommend up to three candidates to the Board for consideration. The Board will interview the candidates recommended by the search committee and make the final selection.

The succession plan will be considered and updated regularly.