

SUCCESSION PLANNING FOR HONOR SOCIETY DIRECTORS
2010 ACHS Breakfast Roundtable
(Source: Kappa Omicron Nu Board Policy Governance Handbook – 2009)*

Appendix A

Temporary Transfer of ED Responsibilities

The following temporary transfer of responsibilities shall occur upon determination of permanent disability, death, or leave of absence:

- Executive authority and ED search Chair, until such time as an acting ED has been appointed.
- Financial responsibilities Second Vice Chair, Executive Options President, Terry Potterpin (accountant)
- Check signing responsibility Executive Options President Terry Potterpin
tpotterpin@eolimited.com
- Investments LPL, Tania Matz (or designee), tania.matz@yahoo.com
Second Vice Chair.
- Membership/Chapter Relations
Office management and
Association service contracts
(ACHS, MDAI) Lisa Wootton Booth
lisa@id2net.com
- Programming efforts First Vice Chair
- *Kappa Omicron Nu FORUM* Editorial Committee Chair
- Mentoring contracts First Vice Chair
- Fund raising efforts Second Vice Chair
- Web Site Lisa Wootton Booth and Brian Booth
brian@id2net.com
- Computer network MicroTech Services, technicians of hardware and software systems, supervised by Kelly Olsen
kelly@mtsweb.net
- Carver Policy Governance Training Sue Stratton and Eric Craymer
suzystrat@aol.com
craymere@msu.edu

Appendix C

Process to Select a New Executive Director

The Board shall form a task force as described on p. 19 and establish a budget for the Search.

In selecting a new Executive Director, the task force shall

1. Develop a statement that includes
 - a. Description of the duties of the ED
 - b. Qualifications including, but not limited to the following
 - Educational background
 - Successful association management and fund raising experience
 - Skills as administrator/planner/leader
 - People skills
 - Ability to develop a staff to serve the unique needs of KON
 - Ability to work with voluntary membership
 - Written and oral communication skills
 - Capacity to serve as editor
 - Creativity and imagination
 - Interest in the mission of KON
 - c. List of candidate materials for review
2. Develop salary and benefits guidelines
3. Prepare and distribute position announcement and application procedures
4. Prepare rating instrument for screening and interviewing candidates
5. Develop a packet of information for candidates selected for interviewing. The packet should include, but not be limited to, the following:
 - a. History and background of Kappa Omicron Nu,
 - b. Constitution,
 - c. Policy Governance Handbook, including ends policies, executive means limitations, board process, board/staff relations,
 - d. Budget and financial condition,
 - e. Membership statistics,
 - f. Current and projected services and activities,

- g. Vision, mission, and future planning,
 - h. Employment agreement, including benefits,
 - i. Other considerations (e.g., projected decision and employment dates, etc.)
6. Send copy of all materials to other board members for their information
7. Select a pool of potential executive talent from
 - a. Recommendations of resigning ED
 - b. Within the staff, if feasible
 - c. Referrals from American Society of Association Executives and or Allied Societies
 - d. Applications from announcements
 - e. Referrals from employment agency or search firm
8. Conduct the following selection process:
 - a. Distribute position announcements and request applications, resumes, and references
 - b. Rate candidates and select those to be interviewed
 - c. Inform the board who will be interviewed and give a brief background of each candidate
 - d. Select site and date and arrange for interviewing
 - e. Prepare an interview schedule to assure equitable treatment of all candidates and also include opportunities for additional committee and candidate questions
 - f. Prior to the close of the interview, assure that the candidate is aware of all requirements for the position, employment conditions and remuneration, and scope and purpose of Kappa Omicron Nu
 - g. Ascertain that the candidate wants and will accept the position
 - h. Make a determination on first choice and notify the board
 - i. Notify the candidate and secure acceptance
 - j. Prepare employment agreement
 - k. Prepare and submit news releases

Post Selection Transition Process

After selecting the newly hired Executive Director, the task force shall recommend to the Board a transition process to include:

1. Training, including Carver Model
2. Professional Development (ASAE membership)
3. Board Orientation

* Permission is granted for adaptation.