

FFA Succession Plan 9.20

There are two types of succession: unexpected and planned. FFA has only one employee, which makes having an emergency plan critical. Planned transition will go smoothly if notice is given a year in advance so that both board and executive director can ensure that a good search process can be conducted and that the organization is prepared (as outlined below). The pandemic has made this issue very real.

In the case of an emergency, the President of the Board of Trustees would assume a leadership role. Trustees would meet to consider options and select a path forward. A public communication may be indicated, and rests with the President (or VP if needed).

Another scenario is a temporary inability to perform the job (such as illness). If possible, the ED and President would plan together for coverage. Much will depend on where the Foundation is in the semi-annual grant cycle and the anticipated length of absence.

The Executive Director should review the plan, job description, operations manual, and password file at least annually to ensure they are up to date.

The following materials will ensure that business processes can proceed smoothly:

1. All electronic files are in Dropbox. They may be accessed by using the login (my work email) and password: **XXX** Laptop password: **XXX**
2. An operations manual is kept up to date in the file under Operations/FFA Operations Manual.
3. Passwords are kept up to date – Operations/Password list Document password is **XXX**
4. Each grant is listed under Grants/name. Each has a document with notes from past phone calls and correspondence. There is also a paper file for each in the Active Grantees file box. There is another box for past grantees.
5. All financial accounts have the President and Treasurer as approved signatories.
6. Mail can be forwarded from the PO box to another address. Very little mail received. The key to the mailbox is in my car. PO 1081 Langhorne PA.
7. Correspondence is primarily via email. My email password is: **XXX**. Forwarding can be set up.
8. The message on the phone can also be changed to redirect calls. 215-478-6663
9. The third box is operations: bank, investment, insurance, payroll etc. Most of these are duplicates of electronic files.
10. Additional boxes of old documents are in my basement awaiting sorting.