



## Cottage Cove Urban Ministries Management Succession Plan

The Board of Directors is responsible for maintaining effective leadership for Cottage Urban Ministries. In event of the departure of the Executive Director, the following steps will be taken to ensure continuity of services, identify subsequent leadership, and to actively oversee an operational transition.

- 1) The primary management and policy enforcement duties of the Executive Director (president) shall pass to a member of the Board of Directors, who shall be appointed to this duty by a majority vote of the Board of Directors. Until such vote may be taken, the Board Chair (vice-president) shall assume all such duties. Notwithstanding, the board may vote to enable the Board Chair to continue in this capacity.
- 2) The Board of Directors shall appoint, preferably from regular program or volunteer staff, an interim Director who shall be directly responsible for day to day operation in consultation with, and under the immediate direction of, the Board member identified in item #1.
- 3) The Board of Directors shall appoint a committee who, with due diligence and expediency, shall identify and propose a new Executive Director in agreement with the defined mission and ministry of Cottage Cove. Existing staff may be considered for this position. Any board member seeking consideration shall not serve on the search committee and must abstain from any pertinent votes. The Board of Directors will consider and vote upon any recommendation from their committee either at a specially called meeting or the next regular meeting.