

A WORKSHEET FOR WRITING A BASIC CEO TRANSITION PLAN

1 | DESIGNATE AN ACTING CEO

1a. Identify an acting CEO, who will serve temporarily if the standing CEO becomes unable to serve by death, disability, or sudden departure. (Identify this person by position, not by name.) _____

1b. Identify (by position) additional back-up acting CEOs – at least a second and third choice – who would serve in the event that the person identified above (in 1a) is unable to do so.

1c. Specify how it will be decided that it is timely for an acting CEO to be appointed:

- Automatically, upon the death of the CEO
- In those circumstances mandated or permitted under the terms of the CEO's employment contract
- In other cases, when authorized by the executive committee of the Board
- Any other circumstances?

1d. The termination-point of the acting CEO's duties will be:

- At the conclusion of a term set by the Board when they appoint the acting CEO
- If the Board does not set a term in advance, then at whatever time the Board may designate later
- Automatically when an interim or permanent CEO takes office

2 | CONTACT LSA:

See page 13 in this booklet on contacting LSA when there is a CEO transition

The recommended contact person is the Director for Leadership and Communication Programs – currently Douglas Johnson (410-230-2704; dojohnson@lutherservices.org)

Advice: Do so immediately. Do not wait until after the Board has already made key decisions.

3 | NOTIFY PARTNERS:

3a. Inform your partner denomination(s):

- ELCA Division for Church in Society
 (Director, Department for Social Ministry Organizations – currently Ruth Reko 1.800.638.3522)
- LCMS World Relief & Human Care (Executive Director – currently the Rev. Matthew Harrison 1.800.248.1930)

3b. Notify the appropriate judicatory leaders:

- The appropriate ELCA synodical bishop(s)
- The appropriate LCMS district president(s)

3c. Provide direct, personal notification to the following collaborating agencies and other key stakeholders:

4 | PLAN APPROPRIATE PUBLIC ANNOUNCEMENTS OF THE CHANGE

The lead people for such communication will be:

Staff member: _____

Board member: _____

Reviewers of communication materials:

- Acting CEO
- Board chair
- Other _____

5 | HOLD A BOARD MEETING

to review the likely trajectory of the situation, including:

- The possible return of a temporarily incapacitated CEO
- The need for a search process
- Depending on the estimated time before a permanent CEO will be in place, consider the possibility of an interim CEO or a modification of the acting CEO arrangement designated in item one of this Worksheet