

Minnesota Home Care Association

Executive Director Succession Plan

The voluntary column steps will be followed in all situations, unless otherwise noted in the involuntary column.

Action	Voluntary Departure	Involuntary Departure (includes Disability or Death) *
Capacity Building <ul style="list-style-type: none"> • Leadership Strength • MHCA's resources 	<p>Preferred Executive Director notice: 2-3 months when moving to another position. For retirements, the board would like at least 6 months, but preferably longer notice.</p> <p>Plan for a 1-month crossover with the outgoing and incoming Executive Director; consider having Executive Director continue short-term as consultant.</p> <p>Consider flexibility with Chair term, to carry over with new Executive Director. Consider having Past Chair assist during transition.</p> <p>Assess MHCA staff resources and financial health of organization and take that into consideration in the search process.</p>	<p>Board Chair identify and assign interim responsibilities.</p> <p>Consider time sensitive gaps and hire an Interim Executive Director (connect with Associations North).</p>
Managing transition <ul style="list-style-type: none"> • Identify search & transition committee • Assessment • Search Process (typically 4-5 months) 	<p>The Executive Committee will determine committee members at the time, based on leaders and their availability. Consider Executive Committee members, with a Past Chair as the Committee Chair.</p> <p>Assess current association needs and gather input from staff.</p> <p>Review / Update Job Description.</p> <p>Current EXECUTIVE DIRECTOR or Communications Manager to post position: Associations North, MN Council of Non-Profits, LinkedIn, Indeed; and ask MN Leadership Council on Aging to share the opening.</p> <p>Screen resumes – can be contracted out or have the search committee review them.</p>	Communication Manager to assist

<ul style="list-style-type: none"> • On-boarding 	<p>Interviewing:</p> <ul style="list-style-type: none"> • Initial interview round by Search Committee • Include staff for final 2-3 candidates • Final interview: Executive Committee • Chair to make the offer and send an offer letter, which includes salary, benefits, and start date (EXECUTIVE DIRECTOR can share a previous offer letter as a template) • The Associations North salary survey can be utilized to determine the salary <p>Outgoing Executive Director to review the Strategic Plan & Strategic Workplan with incoming Executive Director.</p> <p>Outgoing Executive Director provides orientation to business aspects of MHCA; including annual timeline and procedures. Alternative: outgoing Executive Director trains a staff member to orient the incoming Executive Director.</p> <p>Review staff roles.</p> <p>Outgoing Executive Director review stakeholder relationships and do introductions; this includes the Alliance and State Council of Home Care Associations.</p>	<p>Chair & staff to review</p> <p>Staff review business aspects, as aligned with their position & knowledge.</p> <p>Divide introductions between staff and board members.</p>
Communicate & Celebrate	<p>The process for an Executive Director departure:</p> <ul style="list-style-type: none"> • Executive Director informs Chair • Executive Director informs Executive Committee • Executive Director informs full board • Executive Director informs staff <p>Develop a brief communication plan, to include what, when, and who. The outgoing Executive Director may assist the executive committee.</p> <p>Stakeholders will be informed as follows:</p> <ul style="list-style-type: none"> • A personal conversation with EXECUTIVE DIRECTOR: <ul style="list-style-type: none"> Chair & Executive Committee Staff & Professional Contractors 	<p>The Board Chair will inform the board and the staff.</p> <p>The communications manager may assist</p>

	<ul style="list-style-type: none"> • Executive Director to email full board • The agenda for the next board meeting will include reviewing the transition process & talking points. Alternate plan: Chair to announce a meeting to be held within a week of announcement • The Board Chair will send an announcement letter that may include a message from the Executive Director to Primary & Secondary contact members and all members serving on a committee • An announcement will be in the Informer • Executive Director will share the news with various stakeholders: MDH, DHS, Legislators, Boards and Councils he/she serves on, collaborative partners, etc. • The Communications Manager will post on LinkedIn and send media announcements <p>The Executive Committee will develop talking points for staff and board members.</p> <ul style="list-style-type: none"> • Interim leadership • Reassuring members of future • Gratitude and achievements <p>More vs less communication is best practice for executive departures. Follow the change management best practice: celebrating fosters goodwill, reinforces trust, and creates a positive atmosphere around change.</p> <p>The Board Chair will serve as the transition spokesperson.</p>	
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*If the Executive Director is disabled, they may participate, as able.