

SUCCESSION PLAN



Part 1: Introduction

The goal of this plan is to maintain the effective continuity of GTP programs and operations as well as the preservation of external and internal constituent confidence in the event of President & CEO succession. This plan prepares GTP for a change in the office of the President & CEO, whether the change is anticipated or unexpected. Changes in VP or senior staff will be overseen by the President & CEO to whom they report.

Succession is necessary for different reasons including but not limited to death, retirement, permanent or temporary mental, physical or emotional incapacity, legal incapacity, or malfeasance. All staff members including the President & CEO have a right to procedural fairness which includes a thorough investigation when a grievance is lodged as stated in the GTP Staff Guide.

This succession plan is a basic framework that can be adapted and modified as needed to provide guidance to the board and staff. The board is committed to serving GTP staff, regional facilitators, and the entire global network by being prepared with this plan and a clearly defined process. The appointment of the President & CEO is one of the board's most important tasks and is solely its responsibility.

The President & CEO is responsible for having an emergency plan in place that any new President & CEO may consider to execute. The plan should reference specific items to address in an emergency situation as well as general items for attention in the immediate week, month, quarter, and year.

Part 2: Succession by Notification

In most non-contentious or non-emergency situations, the President & CEO should inform the board of their resignation no less than 90 days or in the case of absence or incapacity, no less than 45 days if possible. The board would prefer a notice period of 6 months to 1 year. Upon receiving notification, the executive committee of the board shall determine whether a transition period is in order or if the automatic delegation of President & CEO duties is necessary.

Transition period

The transition period and process will be determined by the executive committee of the board and the outgoing President & CEO if transition is due to resignation or retirement. In all other situations the executive committee shall solely determine the period and process. This transition period and process is preferred for continuity of relationships to preserve public trust.

The biblical example of Moses and Joshua is especially informative to illustrate a transition period (Numbers 27:15-23). In that text, some authority passes to help the constituents embrace the successor including an event with public affirmation and commissioning by the outgoing President & CEO. Such a timeframe and events will be orchestrated by the executive committee with the transition plan approved by the full board as stated in the GTP Transition Plan.

Automatic delegation

Under automatic delegation, notification shall be given by the executive committee of the board to the CFO & Strategy Catalyst (CFOSC), that they shall immediately serve as the President & CEO. In the event the CFOSC position is not filled or the CFOSC declines the designation, automatic delegation shall fall to the VP of Training & Empowerment (VPTE). If the VPTE position is not filled or the VPTE declines the designation, automatic delegation shall fall to the VP Partnership & Communication (VPPC) as the President & CEO for all purposes except litigation which shall fall to the board chair. If the VPPC position is not filled or the VPPC declines the designation, the executive committee of the board shall call for a meeting to elect a President & CEO pursuant to 3.5 and 3.8 of the BPM.

Any automatic delegee will complete whatever transition period is determined at the point of notice being given. With any automatic delegation, the executive committee of the board shall meet in person, telephonically, or through videoconferencing biweekly for the duration of transition to assess the new President & CEO's capability and capacity to effectively hold the office. The executive committee of the board will assist the new President & CEO in their appointment, re-review the reason for the provision of automatic delegation, consider whether restoration of duties and powers to the outgoing President & CEO is appropriate, and whether or not to elect a new President & CEO pursuant to 3.5 and 3.8 of the BPM.

If the office of President & CEO has been transferred (even temporarily), GTP constituents and the general public must be informed of the change. The outgoing President & CEO shall refrain from discussing with givers, supporters, or members of the public the details concerning the circumstances surrounding their departure from the office. Any details regarding the succession that may be disclosed will be covered by a non-disclosure agreement. Additionally, the outgoing President & CEO must surrender software, reports, documents, other GTP possessions, and intellectual property on a schedule outlined by the executive committee. This surrender includes the passwords or electronic access to any websites, cloud, etc. Any automatic delegation of the new President & CEO duties provided for herein will revert back to the President & CEO, if the President & CEO returns during the transition period.

Part 3: Succession by Removal

If the President & CEO does not voluntarily resign his or her authority or if the board desires to delegate the President & CEO's duties to someone other than the automatically delegated President & CEO, the executive committee of the board shall report to the board within five days of any circumstances. The full board must formally remove and reassign the duties of the President & CEO by board vote pursuant to Section 3.8 and 4.4 of the Bylaws. The board chair would temporarily resign his or her position and act as the President & CEO until a new President & CEO is filled by the board vote pursuant to 3.5 of the Bylaws. The new President & CEO elected to fill a vacancy shall hold the office for a transition period determined by the executive of the board.