**[](https://goo.gl/JdnZnK)EMERGENCY SUCCESSION PLAN**

EMERGENCY

SUCCESSION PLAN

COMPANY NAME

Street Address

City, State and Zip

webaddress.com

Version 0.0.0

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| VERSION HISTORY | | | | |
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| VERSION | APPROVED BY | REVISION DATE | DESCRIPTION OF CHANGE | AUTHOR |
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# RATIONALE

Provide the purpose of the succession plan and the plan’s objectives in the event of a planned or unplanned absence.

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# PLAN IMPLEMENTATION

Discuss the authorizing parties and who has been charged with the implementation of the plan terms in the event of a planned or unplanned absence.

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# priority functions

Identify the key functions, along with a corresponding staffing strategy.

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| **KEY FUNCTION** | **STAFFING STRATEGY** |
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# SUCCESSION PLAN – SHORT-TERM

## DEFINITIONS

Provide the factors that qualify a temporary absence.

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## temporary staffing strategy

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## Acting appointment

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## standing appointees to the position

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## cross-training plan

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## Acting authority and restrictions

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## compensation

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## board oversight and support

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## communication plan

Provide detailed steps for the information dissemination, along with a timeline for key events and a list of key supporters, including their corresponding communication responsibilities.

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| **KEY SUPPORTER** | **COMMUNICATION RESPONSIBILITY** |
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# SUCCESSION PLAN – LONG-TERM

## DEFINITIONS

Provide the factors that qualify a long-term absence.

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## PROCEDURES

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# SUCCESSION PLAN – PERMANENT

## DEFINITIONS

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## PROCEDURES

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## interim hiring procedure

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## responsibilities of the interim hiree

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## board oversight and support to the interim hiree

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# approvals and maintenance of record

## EMERGENCY SUCCESSION PLAN APPROVAL

Describe the approval process, the timeline for review and amendments, and the parties responsible.

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## SIGNATORIES

Designate who will sign the plan and who will have signature authorization for checks and contracts.

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## maintenance oF record

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## financial considerations

List who will be responsible for the finance review, and provide procedures for the financial access approval.

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