

Sample: Leadership Transition Committee Job Description

The Roles and Responsibilities of the Transition Committee

Assuring a healthy **closure with the outgoing Executive Director (ED):**

- Acknowledging the ED's achievements and planning goodbye rituals;
- Providing support to staff, for coming to terms with the leader's departure and facilitating a smooth leadership transition;
- Securing the ED's advice on the future vision for the agency and successor profile; and
- Helping to clarify the future role of the outgoing ED, if any with the organization.

Planning the **transition and search activities:**

- Contracting for the appropriate level of outside consultation needed in the transition;
- Updating the agency's vision for the future;
- Helping to assess the agency's current status—strengths, challenges, and opportunities;
- Creating the profile of skills and characteristics needed in the next ED;
- Planning and executing the executive search;
- Making personal contacts to recruit ED candidates;
- Screening candidates, checking references and forwarding finalists to the Board for selection;
- Where appropriate, helping to negotiate terms of employment with selected ED finalist in consultation with the Board Executive Committee;
- Developing an interim executive leadership plan if needed;
- Preparing announcements to all key external and internal stakeholders about the transition, the search plan and new hire; and
- Assuring proper involvement of staff in transition and search activities

Assuring a **healthy beginning for the new ED:**

- Orienting the ED to agency programs, systems, people, and stakeholders;
- Recommending processes to facilitate optimal communication between the Board and ED; and
- Working with the full board to delineate initial performance goals for the ED.

Adapted from: Timothy Wolfred's *Managing Leadership Transitions*