



Emergency Plan For

(Organization Name)

Leadership plays an essential role in the success of a nonprofit organization.

This document will help your organization plan for leadership change. An Emergency Plan can bring order in a time of turmoil, confusion, and stress.

This is a template. Feel free to adapt to make it appropriate for your organization, and use the blank lines to tailor items specifically to your organization.

The term “Executive Director” is used throughout this document; however, should your organization use a different title, feel free to use the title as directed by your organization’s bylaws or practice.

The Board of Directors of _____ recognizes this is a plan for the sudden departure and vacancy of the Executive Director. _____ has in place the following emergency plan to facilitate the transition to new leadership.

The Board of _____ has reviewed the job description of the Executive Director and has a clear understanding of the Executive Director's role in the following:

_____ (ex: board of director's relationships, resource development, volunteer outreach)

Succession Plan in Event of Temporary, Unplanned Absence (Short-term and Long-term):

In the event of an unplanned absence to which the Executive Director plans to return in less than three months, the Board of _____ will immediately convene to affirm the procedures prescribed in this plan to make changes as the Board sees fit.

At the time this plan was approved, the position of Acting Executive Director would be:

_____ Name,
_____ Title.

Board Oversight

The board member(s) responsible for monitoring the work of the Acting Executive Director will be:

_____ Name(s).

The above mentioned persons will be sensitive to the special support needs of the Acting Executive Director in this temporary leadership role.

Communications Plan

Immediately upon naming the Acting Executive Director, a designated board member will notify all staff members and volunteers of the change in leadership. Board members and the Acting Executive Director will also communicate the temporary change in leadership structure to the following external supporters of _____:

_____ (ex: MANNA, donors, local churches, local charitable organizations)

*If an Executive Director takes an unexpected absence for longer than three months, the Board of Directors will consider **temporarily** filling the position.*

Completion of Emergency Period (Short-term and Long-term)

The Board of _____ and the absent Executive Director will discuss and decide upon a mutually agreed upon schedule and start date. **This date should be agreed upon by the Acting Executive Director prior to finalizing a return schedule.** The Board can allow a reduced schedule for a set time period only with the intention of the Executive Director working their way back up to a full-time commitment.

Checklist for Acceptance of All Types of Emergency Plans

- Succession plan approval.** This succession plan will be voted on and approved by the Board of Directors. This plan will be reviewed **annually**.
- Approved by the Board of Directors**
- Individuals affected by this leadership change know of the changes being made**
- Important Organizational Information.** Complete the attached *Important Information* and attach it to this document. Also attach a current list of the Board of Directors.
- Copies.** Copies of this Emergency Succession Plan and accompanying documents will be maintained by the Executive Director, Board, and Acting Executive Director Appointee.

Important Information

Nonprofit Status

IRS Determination Letter

IRS Form 1023

Bylaws

Mission Statement

Board Minutes

Location

Financial Information

Current and previous Form 990s

Current and previous audited financial statements (if applicable)

Financial statements

State or District Sales-Tax Exemption

Certificate

Blank Checks

Computer Passwords

Donor Records

Client Records

Vendor Records

Volunteer Records

Auditor

Does your organization undergo financial audit?

If yes, provide the auditor's name and contact information.

Information

Bank

Name(s):

Account Number:

Branch Representative(s):

Phone Number:

Fax:

Who is authorized to access this account?

(Access includes signing checks, making transfers, etc.)

Is there an office safe or a location where petty cash is kept? If so, who has the keys/combination?

Volunteer Information

Volunteer Records*

**Names, home addresses, phone numbers, e-mail addresses, emergency contacts, etc.*

Location

Facilities Information

Office Lease (for renters)

Building Deed (for owners)

Building Management

Company Name:

Contact Name:

Phone Number/E-mail:

Information

Office Security System

Company Name:

Account Number:

Representative Phone Number/E-mail:

Broker Phone Number/E-mail:

Insurance Information

General Liability

Company/Underwriter:

Policy Number:

Representative Phone Number/E-mail:

Broker Phone Number/E-mail:

Directors and Office Liability

Company/Underwriter:

Policy Number:

Representative Phone Number/E-mail:

Broker Phone Number/E-mail:

MANNA FoodBank Information

Agency Number (Ref.): _____
Primarius Username: _____
Primarius Password: _____
Primary MANNA Contact: _____
Phone Number/E-mail: _____
Method of Delivery: _____
Day and Time: _____
Designated Pick-up Person(s): _____

Phone Number/E-mail(s): _____

Location

Agency Agreement _____
501(c)(3) Documents _____
Food Safety Documents _____
Ordering Procedures** _____

*** The primary person in charge of placing weekly orders should compile a list of step-by-step ordering instructions in the event of a short-term or long-term absence and/or a permanent leave. Included in the step-by-step instructions should be a summary of this agency's approach to shopping and ordering from MANNA.*

Date of Completion for Important Information sheet

Name of Person Completing Document:

The Emergency Succession Plan and the supporting documents should be reviewed and updated annually.

Signatures of Approval

Organization Name

Board Chair

Date

Individual Selected as Acting Exec. Director

Executive Director

Date

Acting Exec. Director's Current Title