

Executive Director Succession Plan and Procedure for End of Contract

Adoption Date: May 3, 2024.

Background

Article IV.B.6.c of the WSBA Bylaws states, “[n]o individual shall serve as Executive Director for more than ten years, except that the Board of Governors may extend the contract for Executive Director past this period, in its discretion, by a 66% super-majority vote for terms of two year increments.” The Executive Director (ED) employment contract also contains this provision.

The WSBA Disaster Recovery Plan outlines an ED management succession plan, to be enacted in the event of the ED's “sudden death, departure, incapacitation, or extended absence.”

However, neither the WSBA Bylaws, WSBA Disaster Recovery Plan, nor the ED employment contract outlines a procedure for succession planning upon the natural termination of the ED's contract. The Board of Governors (BOG) Personnel Committee agreed at their February 15, 2024 meeting that a policy and procedure will be drafted and presented to the BOG for approval.

Policy and Procedure for End of Contract Succession Planning

Upon the natural termination of the Executive Director employment contract, if the Board of Governors decides not to extend the ED's contract, the following procedures will take place:

- One year prior to the end of the ED contract, the BOG will notify the ED in writing of their intent not to extend their contract.
- On behalf of the BOG, the Personnel Committee (with the assistance of WSBA HR Director) will lead an executive search for the next WSBA ED.
- Tentative recruitment timeline:
 - Twelve months prior to end of contract: Publish a Request for Proposals (RFP) for executive search firms.
 - Nine months prior to end of contract: Select and contract with an executive search firm.
 - Six months prior to end of contract: Begin screening and interviewing candidates.
 - Screening committee should include BOG members and WSBA Executive Staff.
 - A final slate of candidates will be presented to the BOG for a final interview to be held during executive session or a special BOG meeting.
 - Three months prior to end of contract: BOG agrees to selected candidate and begins contract negotiations.
 - One month prior to end of contract: New ED assumes role to allow for overlap with departing ED.

In the event of a failed or extended ED search, the BOG may name an interim ED.

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- The BOG will determine if it wants to cancel or extend the executive search.
- The interim ED will receive a limited term contract and may be eligible for permanent placement in their role after serving a one-year probationary period upon BOG supermajority vote.