

WASHINGTON STATE BAR ASSOCIATION

Executive Director End of Contract Succession Plan

WSBA Board of Governors Personnel Committee

Accepted May 3, 2024

Background:

The WSBA Disaster Recovery Plan outlines an Executive Director ("ED") Management Succession Plan, to be enacted in the event of the ED's "sudden death, departure, incapacitation, or extended absence".

The current WSBA Executive Director contract states that "no individual shall serve as Executive for more than ten years, except that the Board of Governors may, in its discretion, extend the contract past this period by a 66% supermajority vote for terms of two year increments."

Note:

Terra Nevitt will reach the ten-year period on August 31, 2030.

Purpose:

Neither the Disaster Recovery Plan nor the ED Contract outlines a procedure for succession planning upon the natural termination of the ED's contract.

The BOG Personnel Committee agreed in their February 15, 2024 meeting that a policy and procedure will be drafted and presented to the BOG for approval.

Proposed Policy and Procedures for End of Contract Succession Planning:

Upon the natural termination of this agreement, if the Board of Governors ("BOG") decides not to extend the ED's contract, the following procedures will take place:

- One year prior to the end of the ED contract (August 30, 2029 in Terra Nevitt's case), 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:
- 12 months prior to end of contract: Publish a Request for Proposals ("RFP") for executive search firms

- 9 months prior to end of contract: Select and contract with an executive search firm
- 6 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
- 3 months prior to end of contract: BOG agrees to selected candidate and begin contract negotiations
- 1 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
- The BOG will determine if they want 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