

Series: Board Governance **COA: GOV 6.07**
Policy Name: Succession Plan **CFOP:**
Policy Number: GOV004
Revision #/Date: (1)08/15/08
Effective Date: 06/23/07

Applicable to:

SUBJECT: Succession Plan

PURPOSE: The purpose of this policy is to set forth Community Based Care of Brevard, Inc.'s succession plan in the absence of the CEO.

POLICY:

CBC of Brevard is a non profit child welfare lead agency charged with the care and protection of Brevard County, Florida's abused and neglected children. As such, this policy outlines the succession plan associated with the departure of or incapacitation of the CEO.

It is the intent and desire of CBC of Brevard that a seamless provision of services and placement is provided to the children and families in our care at all times. This policy outlines the succession plan of interim and permanent transition of duties in the event of the CEO departure or incapacitation.

This policy shall be part of the Board Governance succession planning procedures. In the event of a planned departure of the CEO, the COO will assume the acting role of CEO until the Board of Directors has determined its executive search process and timeline.

Upon the submission of an accepted resignation by the CEO, the COO will transition into a 30-90 day orientation of duties to ensure a seamless transition. At that time, the CEO and COO will create a plan inclusive of identifying an acting COO and/or the interim transition of duties.

In the event of an unplanned departure of the CEO either by incident or will, the COO will assume the acting role of CEO and convene an emergency Board meeting to devise a customized plan. The plan will include but is not limited to:

- Identifying the acting COO or delegation of duties
- Media or Press related responses
- Establish a plan and timeline of executive search

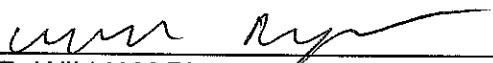
Community Based Care of Brevard, Inc. Policy and Procedure Manual

In the event of a temporary incapacitation of the CEO, the COO will assume all duties of the CEO in concert with Board guidance. An interim plan will be crafted and approved by the Board. Should the incapacitation of the CEO result in long term permanent disability, the COO will act in the role of the CEO under the consultation and guidance of the CEO if feasible. If the extent of disability limits the CEO's ability to serve in this role, the COO in concert with the Board of Directors will devise a short and long term executive search plan.

Approved by the CBC of Brevard Board of Directors xx, xx 2008

AS APPROVED BY THE BOARD OF DIRECTORS:

BY DIRECTION OF THE CHIEF EXECUTIVE OFFICER:



MR. WILLIAM RYDER
Chair



DR. PATRICIA NELLIUS-GUTHRIE
Chief Executive Officer

Signature Date: 10-2-2008

Signature Date: 10-3-08