# One-Page Emergency Succession Plan Template

### Goals:

1. To ensure the smooth internal and program operations of [ORGANIZATION NAME] while [NAME OF INDIVIDUAL] is out for a planned or unplanned leave for a period of more than three weeks and less than three months
2. To ensure ORGANIZATION NAME] is maintaining relationships with, and commitments to, funders, donors, partners and other external stakeholders

### Strategies:

#### Leadership during absence

[NAME OF INDIVIDUAL], [TITLE], will serve as acting executive director for the duration of the leave and will assume responsibilities as detailed in the executive director’s job description (copy attached).

During this time, the acting executive director will be paid at the rate of [SPECIFY WHETHER IT WILL BE AT THE EXECUTIVE DIRECTOR’S RATE, OR SOME OTHER INCREASE, OR NO INCREASE.]

#### Location of critical information and documents

The Key Information and Documents Inventory details the location of all critical information and documents. The board chair and [DETAIL OTHER POSITIONS] have a copy of the Inventory, and electronic copies are available online at [INSERT LOCATION] and/or on our secure server at [INSERT LOCATION].

Our Standard Operating Procedures Manual, containing written procedures and checklists for all core elements of our operations, is located at [NAME LOCATION].

#### Communications

Our Key Information and Documents Inventory details key contacts and the location of contact information. Upon notification of an unplanned departure that will last longer than [SPECIFY DURATION], the board executive committee will convene an emergency meeting with the acting executive director and other key staff as needed to prepare a communications plan and key messages, and to assign responsibilities for contacting key external stakeholders.

#### Notification

If able, the executive director will immediately notify the board chair in case of an unplanned absence. If unable, the person designated to serve as acting executive director will notify the board chair.

Approved by the [NAME OF ORGANIZATION] board of directors, on [DATE]

Board chair signature