BLUE WATER DEVELOPMENTAL HOUSING, INC.
POLICIES AND PROCEDURES: BOARD INFORMATION

SUBMITTED BY: Executive Director	**DATE SUBMITTED:** 08/01/2023	**SECTION:** Board Information	
BOARD APPROVED ON: xx/xx/xx	**DATE REVISED:** 10/1/2026	**SUBJECT:** Executive Succession Plan	
ANNUAL REVIEW BY EXECUTIVE DIRECTOR: 10/14/2026, 11/11/2026		**POLICY #:** BD-007	**PAGE #:** 1 of 5

I. APPLICATION

The provisions stated herein shall apply to the Board of Directors, Executive Director, senior leadership and management staff of Blue Water Developmental Housing, Inc. (BWDH).

II. POLICY

BWDH shall maintain an Executive Director Succession Plan to ensure continuity of leadership, uninterrupted service delivery, orderly transitions of authority, protection of organizational assets, and development of future leaders. This policy addresses emergency succession, planned executive director replacement, transition audits, leadership development and temporary replacement of senior leadership positions.

III. NOTIFICATION/PROCEDURE

WHO	DOES WHAT
Board of Directors	1. Maintains and reviews the Executive Director Succession Plan and establishes organizational expectations for succession planning.
	2. Ensures continuity of services, organizational stability, leadership development, cross-training and backup support for critical functions.
Board President	3. Assumes responsibility for organizational operations with the executive team until an Interim Executive Director is appointed during an emergency absence.
Board President and/or Interim Executive Director	4. Notifies senior management, auditors, legal counsel, MALA, CARF, HUD and funding sources of the executive director vacancy or absence.
Board President	5. Convenes a Board meeting as soon as possible, preferably within 48 hours, to appoint an Interim Executive Director.
Board President and/or Interim Executive Director	6. Meets with executive team and program supervisors; establishes communication

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expectations and provides transition information.

III. NOTIFICATION/PROCEDURE (continued)

WHO	DOES WHAT
Board President and/or Interim Executive Director	7. Provides written notifications to licensing agencies, CARF, banks, families, persons served and provider organizations as required.
Interim Executive Director and Finance Director	8. Secures records, financial accounts, credit cards, passwords, electronic access, keys, locks, authorizations, contracts and organizational assets.
	9. Completes executive director separation activities including payroll reconciliation, benefit reconciliation and property return.
Board of Directors	10. Determines the course of action, establishes timelines and communicates status updates to stakeholders.
Board President and/or Interim Executive Director	11. Evaluates morale, organizational climate and interim management needs while supporting ongoing operations.
Interim Executive Director	12. Provides leadership and support to the Board during the transition period and meets with management teams.
Board of Directors	13. Determines compensation for the Interim Executive Director.
	14. Initiates the Planned Executive Director Replacement Process.
Search Committee	15. Continues replacement activities, maintains communications with stakeholders and works

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	toward filling the position within 180 days when possible.
Board President	16. Evaluates need for more frequent Board meetings and transition audit activities.
Board President and Search Committee	17. Organizes and oversees the executive director recruitment and replacement process.
Board of Directors	18. Assigns a Search Committee and determines the participation of the outgoing or interim executive director.
Board President	19. Acknowledges retirement or departure of the executive director and communicates transition plans.
Search Committee	20. Evaluates whether recruitment consultants or external expertise will be utilized.
	21. Establishes budget requirements and obtains compensation survey information.
Search Committee and Consultant	22. Refines job descriptions, desired qualifications, attributes and experience requirements.
Human Resource Manager	23. Posts vacancies internally and externally and coordinates advertising.
	24. Prepares and publishes recruitment advertisements.
Board of Directors and Administrative Leadership	25. Develops interview plans and conducts candidate interviews.
Board of Directors	

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Administrative Services Division Director	26. Selects finalists, conducts additional interviews, reviews references and credentials, and confirms a candidate.
Board of Directors, Outgoing Executive Director and Incoming Executive Director	27. Develops and implements introduction and announcement plans for the new executive director.
	28. Develop transition plans following final selection.
Search Committee	29. Determines whether the Search Committee or an external consulting firm will conduct screening activities.
Administrative Services Division Director or Consultant	30. Reviews resumes, narrows applicant pools, identifies finalists and presents recommendations to the Board.
Board of Directors	31. Verifies educational credentials, professional references, credit history and employability information as appropriate.
Administrative Services Division Director	32. Conducts criminal history, Office of Inspector General and driving record reviews as appropriate.
Board of Directors and Assigned Staff	33. Publishes announcements regarding executive director departures and appointments.
	34. Secure keys, locks, combinations, liquid assets, investments, safe deposit records and blank checks.

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Board of Directors

35. Remove executive director authorization from bank accounts, contracts, lending documents, investment accounts and related records.

36. Secure electronic communication systems, equipment, cell phones and organization credit cards.

37. Supervise return of organization property and complete employee exit processes as applicable.

38. Inform employees of leadership changes and designate spokespersons for third-party inquiries.

IV. SUCCESSION PLANNING LEADERSHIP DEVELOPMENT

The Administrative Services Division Director may be assigned as Acting Executive Director during vacations, business travel or extended absences of the Executive Director. The Acting Executive Director is expected to exercise independent judgment on urgent matters and gain leadership development experience.

V. OTHER SENIOR LEVEL VACANCIES

The Executive Director is responsible for the replacement of direct reports and senior staff positions. Temporary replacement guidelines include: Administrative Services Division Director replaced by Executive Director; Community Based Services Division Director replaced by Residential Services Division Director; Residential Services Division Director replaced by Community Based Services Division Director; Finance Director replaced by Executive Director.

Temporary Secondary Replacements include: Administrative Services Division Director replaced by Human Resources Manager; Community Based Services Division Director replaced by Executive Director; Residential Services Division Director replaced by Executive Director; Finance Director replaced by Administrative Services Division Director.