

Housing Assistance Council Succession Plan
For
Departure of Executive Director
Adopted August 9, 2003

Upon learning that the executive director of HAC 1) will leave unexpectedly; or 2) unable to continue to perform his/her duties; or 3) plans to depart or resign, the chairman of the board of directors will appoint a search committee from the members of the board to conduct the search for a successor. The chairman may appoint staff members to participate in the search committee's discussions, but staff will not have a vote when the committee makes decisions or recommendations to the board. The search committee may engage an executive search firm or, with staff support, conduct the search itself for a new executive director. The process is expected to take up to six months. Should the executive director depart before a replacement is found, the board will appoint an acting executive director. It is expected that the board will appoint the deputy executive director or, if his/her position is vacant, the division director with the most seniority as the acting executive director. The board has discretion to appoint another person as acting executive director.

The search committee will develop qualifications for the executive director to guide the search process and against which candidates will be considered. The search committee will report its progress in the search to the board as frequently as the board deems appropriate. The search committee will report its progress to the staff as frequently as the committee deems appropriate.

Throughout the search process, the executive committee of the board may meet periodically with the executive director, if he/she is still in the position, or the acting executive director, to monitor the programs and financial condition of HAC.

The search committee will interview as many candidates as it deems appropriate and will recommend up to four candidates for the board's consideration. The board may interview the candidates and will make the final decision on who will be hired to fill the executive director's position.