

Executive Director Succession and Transition Policy

Policy Name	WEF Executive Director Succession and Transition Policy
Policy Category	Business
Policy Number	2016-001
Policy Origination and Review Dates	April, 2016; July, 2020; April, 2025
Requirements	No legal requirements
Review Cycle	5 years
Legal Review Required	No

A. General Policy Statement

The purpose of the Executive Director Succession and Transition Policy is to provide for an orderly executive transition in the case of the departure of the executive director (ED) of the Water Environment Federation (WEF). The policy may also be applicable, in part, in the case of an unexpected absence (three months or longer) of the ED.

B. Board Actions for ED Employment

1) Appointment:

The appointment of the ED requires ratification by the Board through a two-thirds vote of a quorum of the Trustees. Trustees may ratify the nominated ED with or without an in-person meeting of the Board and may use electronic or other recognized means of written communication to indicate their ratification or non-ratification.

2) Termination:

Involuntary termination of the ED, with or without cause, requires a two-thirds vote of a quorum of the Trustees.

C. Transition Protocol

Upon an impending departure of an ED, WEF's president will ensure:

- The Board is notified of the impending departure of the ED.
- The Board appoints a Search Committee of 5-7 members, defines a charter, and designates a chair to define and implement an executive search process. The chair of the Search Committee shares updates and schedules with trustees.
- The Search Committee will include one officer Trustee, two non-officer Trustees, a CLC representative, and a HOD representative. The chair will be a recent Past President or the President-Elect.
- Information the Board needs relevant to succession and transition activities is gathered from WEF staff;
- Routine communication with WEF's senior staff management team is established as deemed appropriate;
- An "acting" or "interim" ED is named and/or, if needed, a transition team or interim management is identified;
- A financial plan is developed for the succession and transition event;
- Communication plans are developed, timelines are determined, and plans are properly executed for communications to MAs, volunteers, members, staff and the general public.
- Compensation offers for a new ED adhere to WEF's policies, practices and procedures;
- Roles and responsibilities for a new ED and expectations and performance review plans are established .
- See the Board Guide for additional guidelines on succession and transition information, communications, and activities.