**Transition Committee Draft**

Description:

[ORGANIZATION} appointed a Transition Committee that will manage the organization’s process of executive transition, from initiating the search for a new CEO through the planning of onboarding and support for the new CEO. The Committee will act on the behalf of the full board of directors, seeking regular input from them and seeking approval for key decisions. The Transition Committee will:

* drive the search process, vetting, recommending and liaising with a search firm to conduct the CEO search.
* draft/provide feedback for the CEO job description (requirements & competencies) and compensation packet ranges, and present to the full board to approve.
* screen candidates, set the interview process, and recommend a final candidate to the Board.
* communicate regularly back to the full board and staff, gathering input & comments.
* coordinate with committees of the Board and staff to support key phases of the transition, including:
	+ Opportunities to celebrate the exiting CEO
	+ Welcoming the new CEO
	+ Planning the onboarding process for the new CEO, building the timeline for onboarding over a 12 month period and assigning responsibility for execution
	+ Stakeholder and community messaging

Expectations of committee members:

* Commit to showing up, engaging fully and meeting deadlines.
* Willingness to engage and ask critical questions.
* A commitment to DEI.
* A commitment to the Nonprofit Center, its mission, its values, and its members.
* Respect the need for confidentiality at times, transparency at others.