

ANCS Executive Director Succession Planning Policy - *draft*

The ANCS Governing Board of Directors has the responsibility to ensure that the school's executive leadership is in place, and that a plan is created to guide the school through times of planned and unplanned leadership transition. This policy is intended to provide the framework for an annual process of leadership succession planning that ensures that emergency succession and departure defined succession plans are in place and regularly reviewed.

On an annual basis, the board's Governance Committee and Executive Director will review both the emergency and departure-defined succession plans originally created in 2017. The committee will present updated plans to the full board for approval. Upon approval, both the board chair and Executive Director will sign copies of the plans and the plans will be stored both electronically in the school's shared drive and in hard copy in business office. This process of review and approval should occur by September 30th each year.