

## **Executive Director Emergency Succession/Coverage Plan**

The following are key responsibilities that must be performed when the Executive Director is not capable of fulfilling her/his duties while out on a short-term temporary (up to three months) leave. Responsibilities will be shared by The Academy's Cabinet Team and the Board President or designee. A short-term interim Executive Director will be designated by the Board President to assume the main responsibilities.

### **Instructional and Organization Program Monitoring**

- Monitor the schools' instructional and operational accountability
- Facilitate Organizational Leadership Team Meetings
- Facilitate 1:1 meetings with Principal/s and Directors
- Work closely with the Instructional and Operations Teams to make sure that key initiatives are being tasked out, worked on, and executed

### **Board Governance**

- Work with the Board President to determine Board meeting agendas (by reviewing the current year's Board Facing Agenda) and provide support to the Board by preparing the meeting agenda and supporting materials and facilitating the Board meeting in collaboration of the Board President or designee.
- Work with the Cabinet and Board President to bring critical and/or timely policies to the Board for approval
- Work with the Board President to determine the Interim Executive Director's responsibility in leading or participating in any Board Working Group meetings (Including Financing, Marketing etc) that take place.

### **Financial Planning & Management**

- Work collaboratively with the Director of Finance to approve expenditures within the authority delegated by the Board.
- Work with the Director of Finance to provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization

### **Community Relations**

- Maintain cooperative, collaborative relationships with and among various stakeholders, including staff, students, families, board members, AUSD's District and Board personnel, and the broader community

### **Other Key Roles**

- Assume key roles not listed above that are assigned by the Board President and/or are included in the annual plan for program improvement, strategic three-year plan, or fall under the Executive Director's Board approved annual goals.