

BOARD LEADERSHIP SUCCESSION PLAN

1. **Bylaw Requirements for Officers.** The regularly scheduled November Board meeting constitutes the Annual Meeting of the Board of Directors as described in Section 9 of Article IV of the Bylaws. At such meeting, the Board votes to recommend to the Archbishop candidates for the following executive offices:
 - a. Chair, unless previously approved as chair elect.
 - b. Chair Elect.

The Chair Elect may serve concurrently as Vice Chair. The Board votes to approve the positions of Vice Chair, Secretary and Treasurer. The School may also have one or more Assistant Secretaries, Assistant Treasurers, and other such officers as may be determined by the Board. (Article V, Section 1 of the Bylaws).

The Chair, Vice Chair, and Chair Elect must be practicing Catholics. The Chair Elect and Vice Chair shall have been a current director for at least one year. The Chair shall have served one term as Chair Elect. The terms of the Chair and Chair Elect positions are two years.

The Vice Chair, Secretary and Treasurer have no fixed terms, but the expectation is that they serve for a minimum of two years, and provide 6 months' notice before transitioning out of the officer position.

2. **Identification of Executive Officers.** At the beginning of the process of filling a vacancy, the Chair, at a regular Board meeting, shall seek input from the Board regarding potential candidates for such vacancies.

Chair: Under normal circumstances, the Chair Elect shall become the Chair at the end of the prior Chair's term in November.

Chair Elect:

- a. **Timing:** The process of identifying the next Chair Elect should begin no later than February of the year when the current Chair Elect is scheduled to assume the position of Chair. A Board member should be identified by June so that there is time for discernment by the individual identified, and identification of a second or third potential candidate if necessary.

b. Criteria for Identification: The Chair Elect should be a member of the Board who has met the following criteria during his or her term of service on the Board:

- (1) demonstrates a strong commitment to the Mission of the School and its Catholic identity;
- (2) promotes the School among his or her friends, acquaintances and colleagues;
- (3) demonstrates strong leadership skills;
- (4) regularly attends and thoughtfully participates in Board meetings;
- (5) actively and thoughtfully participates in one or more Board committees;
- (6) attends School events such as the Gala, Scholarship Luncheon, Graduation, and student events such as sporting events, concerts, and theatrical productions;
- (7) has the respect of the President, Principal and the Board; and
- (8) consistently participates in each of the School's fundraising initiatives.

c. Process for Identification: The process of identifying the next Chair Elect shall be led by the current Chair and Chair Elect. These Executive Officers should consult first with each other, then the President, and then the full Executive Committee. Once a potential Chair Elect has been identified, the Chair and/or the Chair Elect should schedule a time to meet with the individual who has been identified and invite them to discern whether they are willing to accept the nomination for this position. This invitation should occur no later than six months prior to the November meeting (i.e. June). The individual should be asked to provide their response within one month so that other candidates can be considered.

Secretary and Treasurer:

a. Timing: By June of each year, the current Secretary and Treasurer should be consulted about their willingness to continue in their position for the following year. If either will not continue, the process of identifying a successor Treasurer or Secretary should begin immediately. A Board member should be identified by June so that there is time for discernment by the individual identified, and identification of a second or third potential candidate if necessary. Ideally, these positions would not be transitioning at the same time as Chair and Chair Elect.

b. Criteria: The Secretary and Treasurer candidates should be members of the Board who have met the following criteria, either prior to joining the Board or during their term of service on the Board:

- (1) demonstrates a strong commitment to the Mission of the School and its Catholic identity;
- (2) regularly attends and thoughtfully participates in Board meetings;
- (3) actively and thoughtfully participates in one or more Board committees;
- (4) for Secretary, has the computer and writing skills and interest to fulfill the responsibilities of Secretary; for Treasurer has the financial background and professional skills to fulfill the responsibilities of Treasurer;
- (5) has the respect of the President, Principal and the Board; and
- (6) consistently participates in each of the School's fundraising initiatives.

c. Process for Identification: The process of identifying the next Secretary or Treasurer shall be led by the Chair, Chair Elect and the current Secretary or current Treasurer. This group should consult first with each other, then the full Executive Committee. Once a potential Secretary or Treasurer has been identified, the Chair and/or the Chair Elect should schedule a time to meet with the individual who has been identified and invite them to discern whether they are willing to accept the nomination for this position. This first invitation should occur no later than four months prior to the November meeting (i.e. July). The individual should be asked to provide their response within one month.

3. **Announcement and Vote for Executive Officer Positions:** The Chair should announce the candidates who have agreed to accept a nomination at the October Board meeting. The Board shall vote upon candidates at the November Board meeting. Newly elected officers begin their roles at the close of the November Board meeting.
4. **Sudden Vacancies During a Term.** If any executive officer position is vacated on short notice, the process set out in Paragraph 2 should be followed, accelerated as appropriate.