

Emergency Succession Plan

For

The Foundation for Foster

Children

The Board of Directors of The Foundation for Foster Children recognizes that this is a plan for contingencies due to the disability, death or departure of the Executive Director. If the organization is faced with the unlikely event of an untimely vacancy, The Foundation for Foster Children has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The Board of The Foundation for Foster Children has reviewed the job description of the Executive Director. The job description is attached. The Board has a clear understanding of the Executive Director's role in organizational leadership, program development, program administration, operations, Board of Directors relationships, financial operations, resource development and community presence.

Succession Plan in Event of a Temporary, Unplanned Absence: Short-Term

A temporary absence is one of less than three months in which it is expected that the Executive Director will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. The Board of Directors authorizes the Executive Committee of The Foundation for Foster Children to implement the terms of this emergency plan in the event of the unplanned absence of the Executive Director.

In the event of an unplanned absence of the Executive Director, the Office Manager is to immediately inform the Board Chair of the absence. As soon as it is feasible, the President should convene a meeting of the Executive Committee to affirm the procedures prescribed in this plan or to make modifications as the Committee deems appropriate.

At the time that this plan was approved, the position of Acting Executive Director would be:

President.

Should the standing appointee to the position of Acting Executive Director be unable to serve, the first and second back-up appointees for the position of Acting Executive Director will be:

- (1) Vice President and
- (2) Treasurer

If this Acting Executive Director is new to his/her position and fairly inexperienced with this organization, the Executive Committee may decide to appoint one of the back-up appointees to the acting executive position. The Executive Committee may also consider the option of splitting executive duties among the designated appointees.

Authority and Compensation of the Acting Executive Director

The person appointed as Acting Executive Director shall have the full authority for decision-making and independent action as the regular Executive Director.

The Acting Executive Director may be offered: a temporary salary increase to the entry-level salary of the Executive Director position.

Board Oversight

The Board committee responsible for monitoring the work of the Acting Executive Director shall be the Executive Committee.

The members of the Executive Committee will be sensitive to the special support needs of the Acting Executive Director in this temporary leadership role.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Executive Director, the Board President will notify staff members, members of the Board of Directors and key volunteers of the delegation of authority.

As soon as possible after the Acting Executive Director has begun covering the unplanned absence, Board members and the Acting Executive Director shall communicate the temporary leadership structure to the following key external supporters of The Foundation for Foster Children. This may include (but not be limited to) members of the core collaborators, government contract officers, foundation program officers, civic leaders, and major donors.

Completion of Short-Term Emergency Succession Period

The decision about when the absent Executive Director returns to lead The Foundation for Foster Children should be determined by the Executive Director and the Board president. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working their way back up to a full-time commitment.

Succession Plan in Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The Executive Committee will give immediate consideration, in consultation with the Acting Executive Director, to **temporarily** filling the management position left vacant by the Acting Executive Director. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting Executive Director to carry the duties of both positions. The position description of a temporary manager would focus on covering the priority areas in which the Acting Executive Director needs assistance.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Executive Director returns to lead The Foundation for Foster Children should be determined by the Executive Director and the Executive Committee. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board President, with the intention of working the way up to a full-time commitment.

Succession Plan in Event of a Permanent Change in Executive Director

A permanent change is one in which it is firmly determined that the Executive Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The Board of Directors will appoint a Transition and Search Committee to plan and carry out a transition to a new permanent Executive Director. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the Board's capacity to plan and manage the transition and search. The Transition and Search Committee will also determine the need for an Interim Executive Director, and plan for the recruitment and selection of an Interim Executive Director and/or permanent Executive Director.

Approvals and Maintenance of Records

Succession plan approval. This succession plan will be approved by the Executive Committee and forwarded to the full Board of Directors for its vote and approval when there are substantive changes. This plan will be reviewed annually by Governance Committee and presented to the Executive Committee.

Signatories. The Board President, the Executive Director, the Finance and Operations Manager and the Acting Executive Director shall sign this plan, and the appointees designated in this plan.

Organizational Charts. Two organizational charts are attached to this plan. One organizational chart reflecting staffing positions and lines of authority/reporting throughout the organization. A second organizational chart reflecting how that

structure will change within the context of an emergency/unplanned absence of the Executive Director.

Important Organizational Information. The attached *Information and Contact Inventory*. Also attached is a current list of the organization's Board of Directors.

Copies. Copies of this Emergency Succession Plan along with the corresponding documentation shall be maintained by The Board President, the Executive Director, the Acting Executive Director Appointee, and the Finance and Operations Manager.

Information and Contact Inventory for the Foundation for Foster Children

	Onsite	Secure Cloud Location – All documents in Google Drive
Nonprofit Status		
IRS Determination Letter	<input type="checkbox"/> Google Drive/Secure/	https://drive.google.com/drive/search?q=IRS
IRS Form 1023	<input type="checkbox"/> FFC M Binder	https://drive.google.com/drive/search?q=IRS%20Determi
Bylaws	<input type="checkbox"/> FFC M Binder	https://drive.google.com/drive/folders/0B0ZeQINvjuV5UmlpUEQ3Zk5IN00
Mission Statement	<input type="checkbox"/> FFC M Binder	https://drive.google.com/drive/folders/0B0ZeQINvjuV5LTJCXzdBMmVSaWM
Board Minutes	<input type="checkbox"/> FFC Files Lateral	https://drive.google.com/drive/folders/0B0ZeQINvjuV5Z2Z2WTJqZVdza2s

Financial Information

Employer Identification Number (EIN) #: 26-1682601

<https://drive.google.com/drive/folders/0B0ZeQINvjuV5VWRyLXZpd205NEk>

Current and previous
Form 990s

☐ FFC Files Lateral

☐ Google Drive/Secure/Tax/990

<https://drive.google.com/drive/u/0/folders/19sBKwC4d6JAKQOyByijJeKD3Dh8qrNAT>

Current and previous

audited financial statements ☐ NA ☐ ☐

https://drive.google.com/drive/u/0/folders/1VJ38AGloRILuGrDWMj_qDlp4EAaH3ikd

Financial Statements (if not
part of the computer system
and regularly backed-up)

☐ NA ☐ ☐

State or District Sales-Tax
Exemption Certificate

☐ ☐ Google Drive/Secure ☐

<https://drive.google.com/drive/u/0/folders/0B0ZeQINvjuV5VWRyLXZpd205NEk>

Blank Checks

☐ FFC Files Lateral

☐ Board President File

☐ _Office Manager

Computer passwords

☐

☐

☐ \\FFCsecure\Operations\Pass

<https://drive.google.com/drive/u/0/folders/0B0ZeQINvjuV5cjI0emxYeU9RR1k>

Donor Records

☐

☐ Donor Perfect Online

☐ donorperfect.net

Client Records

☐ NA ☐

☐

☐

Vendor Records

☐ FFC Files Lateral

☐

☐

Grant Records

☐ Development Coord. Files

☐

☐

<https://drive.google.com/drive/folders/0B0ZeQINvjuV5MjRDcGVFdlF2QUU>

(Active & Pending)

Volunteer Records*

☐ Volunteer Mgr. File Cab

☐

☐ Google Drive

**Note: Nonprofits that are heavily volunteer-based may need to know the following information about their volunteers who they are, how to contact them (home/work phone, email, cell, etc.), where they live/work, expertise, special skills, or any information related to their usefulness or willingness to help the agency (for example, volunteer Jane Doe can walk to our satellite office, lift heavy boxes and knows CPR).*

Auditor

Name: Tom Tschopp - Schafer, Tschopp, Whitcomb, Mitchell & Sheridan, LLP

Phone Number/Email: 407-875-2760 TTschopp@two-cpa.com

City of Winter Park – Classification#: 2039001 expires: 09/30/2019

Scott Randolph, Tax Collectors - #5000-1068737 expires: 09/30/2019

Bank

Name(s): Valley National Bank – Program Money Market//4349

Valley National Bank – Program/Checking // 8046

Valley National Bank – Family Support and Visitation Center (LTL Only)//9181

Seaside Bank – FFC Endowment //41305

Valley National Bank – Reserved // 8901

Account Numbers:

Branch Representative(s): Do not currently have a rep. –VNB / Kerry-Ann Nugent –Seaside

Phone Number: VNB: 407-244-3100 Seaside: 407-571-7997

Fax: VNB: 000.000.0000 Seaside: 407-571-7999

Email: Valley National Bank: @valleynationalbank.com Seaside: knugent@SEASIDEBANK.COM

Investments

Financial Planner / Broker Company TD Ameritrade Online Brokerage Account

Representative Name: Anthony Nicoletti

Phone Number: Tel: 407.551.2654 Fax: 407.551.2665 Acct# 864869055 DTC# 0188

Email: Anthony.nicoletti@tdameritrade.com

Who is authorized to make Stock transfers? Who is authorized to make wire transfers? Are there alternatives?

Karen Calhoun, Finance and Administration Manager

Who are the authorized CNL/Seaside check signers?

Authorized signers on FFC's accounts include: Executive Director, Board President, Vice President and Treasurer.

WIRE TRANSFERS

1. Wire transfers may be initiated by the Finance and Administration Manager, Executive Director, Board President, Vice President or Treasurer.
2. Wire transfers up to \$5000 may be signed off by the Executive Director, President, Vice President or Treasurer.
3. Wire Transfers over \$5000 must be signed by the Executive Director AND Board President, Vice President or Treasurer.

Is there an office safe? Yes Who has the combination/keys?

The Executive Director and the Office Manager have Comb Keys for the safe.

Legal Counsel

Attorney

Name: HR Legal Grey Robinson- Consultant: Susan Spradley,PA

Phone Number: 407-843-8880 Address: 301 E. Pine Street, Suite1400, Orlando, FL 32801

E-mail: susan.spradley@grey-robinson.com

Human Resources Information

	Onsite Location	Offsite Location	Online URL
Employee Records/			

https://drive.google.com/drive/folders/0B0ZeQINvjuV5TjYxNG9Cd1ZsRzQ

Personnel Info* ☒ ED Filing Cab ☐

**Names, home addresses, phone numbers, email, emergency contacts, etc.*

https://drive.google.com/drive/folders/0B0ZeQINvjuV5Q1QwZGpMZVFKRUk

I-9s ☐ ED Filing Cab ☐ FFC Lateral

https://drive.google.com/drive/folders/0B0ZeQINvjuV5TjYxNG9Cd1ZsRzQ

Company Name: Paycor

Account Number: 78515

Payroll Rep: Meisha Ross-Drye

Phone Number: 904-899-1633

Email: mross-drye@paycor.com

Facilities Information

Office Lease (for renters) ☐ In office safe ☐ Google Drive/Secure

https://drive.google.com/drive/folders/0B0ZeQINvjuV5LTJcXzdBMmVSaWM

Building Management

Company Name: ZOM 2265 Lee Road Ste 109 Winter Park, FL 32789

Contact Name: Barbara Nelen

Phone Number/Email: bnelen@gmail.com

Office Security System

Company Name: N/A

Office Keys:

Staff: Robert Newkirk, Executive Director, Raquel Tapia, Director – Operations & Strategy, Karen Calhoun, Finance & Administration Manager, Helen Preston, Philanthropy Manager, Kristine Persaud, Program Specialist, Antoinette Hartsfield, Opportunity Coordinator, Susan Zettler, Philanthropy Coordinator, Lorvins Eugene, Education Advocate, Eric Olin, Youth Support Manager

Insurance Information

FSVC General Property

FFC General Liability / Property / Auto

Company/Underwriter: Philadelphia Insurance

Policy Number: PHSD1131581 Expires 05/09/2017

Representative Phone Number/Email: Deborah
Copeland, 786-817-2076 / dcopelandr@mma.fl.com

Policy Number: VBA288252-00 exp.23/3/2018

Customer ID: FOUNFOR-01, Phone Number/Email:
407-869-4200 / Charleen Lewis
info@morseagency.com

Directors & Officers/ Employee Benefits Liability

Company/Underwriter: Philadelphia Insurance

Policy Number: PHPK1311344 expires 5/9/2017

Representative Phone Number/Email: Deborah
Copeland dcopeland@mma-fl.com 786-817-2076

Health Insurance

Company/Underwriter: United Healthcare of Fla

Policy Number: 448156

Representative Phone Number/Email: Danielle
Diaz Mursell 954-629-6003 /
Danielle.Diaz@benefitmall.com and DuVal West 469-
791-3422 / duval.west@benefitmall.com

Unemployment Insurance – N/A

Workers' Compensation

Company/Underwriter: AMTRUST/Associated Ind Ins
Comp Inc

Policy Number: Policy#AWC1063328 expires 05/14/19

Representative Phone Number/Email: Deborah
Copeland dcopeland@mma-fl.com 786-817-2076

Company/Underwriter: Morse Ins Agency/Lloyds of
London

Disability Insurance (long-term) – N/A

Life Insurance

Company/Underwriter: United Healthcare of Fla

Policy Number: 727963

Representative Phone Number/Email: Danielle

Diaz Mursell 954-629-6003 /

Danielle.Diaz@benefitmall.com and DuVal West

469791-3422 / duval.west@benefitmall.com

Dental

Company/Underwriter: United Healthcare of Fla

Policy Number 727963

Representative Phone Number/Email: Danielle

Diaz Mursell 954-629-6003 /

Danielle.Diaz@benefitmall.com and DuVal West

469791-3422 / duval.west@benefitmall.com

Long Term Care – N/A

Retirement Plan –

Michael Clark, Raymond James

Michael.Clark@RaymondJames.com

Keiron, an Independent Firm

720 Rugby Street, Suite 200

Orlando, Florida 32804

Phone: (407) 648-1881


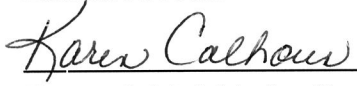
Fax: (407) 965-3313

American Funds Investment Tool

Date of Completion for Information and Contact Inventory: 03/04/2019

Name of Person Completing Document: Karen Calhoun

Signatures of Approval The Foundation for Foster Children

Board President	Date
	3-4-19
Executive Director	Date
	3/4/19
Finance & Administration Manager	Date

Individual Selected as Acting Executive Director

Acting Executive Director's Current Title Date