

Management Succession Committee

Action Plan

Purpose:

The purpose of the Management Succession Committee is to ensure continuity in leadership by developing, recommending, and overseeing protocols for filling the role of Executive Director when the position is vacant or when the Executive Director is temporarily or permanently unable to perform their duties. Duties:

1. To develop and recommend to the Board of Trustees, protocols to fill the position of Executive Director and/or provide for the duties of the Executive Director to be carried out, when the position of Executive Director is vacant or when the Executive Director is temporarily or permanently unable to carry out the duties of the position.
2. To oversee the implementation of the approved protocol.
3. To meet at least once each administrative year to review the protocols and recommend amendments to the Board of Trustees.
4. To review and develop an Executive Director's contract when needed and make recommendations to the Board of Trustees.

Composition:

The Management Succession Committee shall be composed of:

- Chair appointed by the president must be an officer.
- The committee shall consist of eight (8) members. With at least 1 officer who will serve as Chair and the remaining seven (7) members can be made up of Officers, Trustees, Past Presidents, and members at large all appointed by the President.

Time Commitment: The committee meets at least once per year.

Participation Expectations:

Terms: The members will serve terms in sync with the contract of the sitting Executive Director, with their terms expiring at the end of the Presidential term following the end of the Executive Director's contract period.

Attendance: Regular attendance at committee meetings is expected, and failure to attend at least 75% of the scheduled meetings annually may result in consideration for dismissal from the committee.

Engagement: The Management Succession Committee is committed to maintaining stability and continuity in the association's leadership by actively engaging in the

development, review, and implementation of succession protocols for the Executive Director role. Members are dedicated to supporting the Board of Trustees with thoughtful recommendations and fostering a sustainable leadership structure to support the association's mission and goals.

Conduct: The Association is committed to the principle that all individuals should be treated with dignity and respect. The Association strongly disapproves of any action or conduct by members or employees which constitutes harassment of an individual on account of race, sex, sexual orientation, disability, age, religion, national origin or any other characteristic protected by law.

Resources:

Chair: Dr. Amit Vora

Phone number: 732-494-2444

Email: edisonperio@gmail.com

Staff Liaison: Reva Brennan

Phone number: 732-422-2733

Email: rbrennan@njda.org

General Inquires:

NJDA Office number: 732-821-9400

Email: info@njda.org