

## Policy

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<b>Series:</b>	<b>Board Governance</b>	<b>COA: GOV 6.05</b> <b>CFOP: N/A</b>
<b>Policy Name:</b>	Succession Plan	
<b>Policy Number:</b>	GOV004	
<b>Reviewed Date:</b>	2/22/2013, 7/14/2016, 3/8/2019, 4/25/2019, 10/20/2020, 8/17/2021, 10/20/2022	
<b>Revision Date:</b>	08/15/2008, 2/28/2013, 7/15/2014, 8/25/2016, 12/10/2020, 8/26/2021, 10/27/2022	
<b>Effective Date:</b>	06/23/2007	
<b>Applicable to:</b>	Brevard Family Partnership Family of Agencies Board of Directors, President and Chief Executive Officer, Vice President and Chief Operations Officer	

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**SUBJECT:** Succession Plan

**PURPOSE:** The purpose of this policy is to set forth Brevard Family Partnership (BFP) succession plan in the absence of the President and Chief Executive Officer (CEO).

Reference: GOV-011 Governance Model

**POLICY:**

BFP is a non-profit child welfare lead agency charged with the care and protection of Brevard County, Florida's abused and neglected children. As such, this policy outlines the succession plan associated with the departure of or incapacitation of the CEO.

It is the intent and desire of BFP that a seamless provision of services and placement is provided to the children and families in care at all times. This policy outlines the succession plan of interim and permanent transition of duties in the event of the resignation, termination, or sudden loss of the CEO.

This policy shall be part of the Board Governance succession planning procedures. In the event of a planned departure of the CEO, the Vice President and Chief Operations Officer will assume the acting role of CEO until the BFP Board of Directors has determined its executive search process and timeline.

Following the submission of an accepted resignation by the CEO, upon exit the Vice President and Chief Operations Officer will assume the interim role of CEO until a suitable replacement is identified. Once the CEO resignation is accepted by the BFP Board of Directors the CEO will create and present a transition plan to the BFP Board of Directors for approval. The plan will specify tasks, training, and a timeline for each functional area of the CEO position to be gradually assumed by the Vice President and Chief Operations Officer. The plan will include the interim transition of any identified duties as applicable.

In the event of an unplanned departure of the CEO either by incident or will, the Vice President and Chief Operations Officer will assume the acting role of CEO and request to convene an emergency Board meeting to devise a plan of action. The plan will include but is not limited to:

- Identifying the acting Vice President and Chief Operations Officer or delegation of duties;
- Create a Media or Press related response;
- A regular meeting schedule with the BFP Governance Board Chair or designee, and
- Establish a plan and timeline of the executive search process if necessary.

In the event of a temporary incapacitation of the CEO, the Vice President and Chief Operations Officer will assume all duties of the CEO in concert with BFP Board guidance. An interim plan will be crafted and approved by the BFP Governance Board. Should the incapacitation of the CEO result in long term permanent disability or absence, the Vice President and Chief Operations Officer will act in the role of the CEO under the consultation and guidance of the CEO if feasible. If the extent of disability limits the CEO's ability to serve in this role, the Vice President and Chief Operations Officer in concert with the BFP Governance Board of Directors will devise a short- and long-term executive search plan if necessary.

Approved by the Brevard Family Partnership Board of Directors on October 27, 2022.

AS APPROVED BY THE BOARD OF  
DIRECTORS:



RUTH LONG  
Board Chair

Signature Date: 11/3/2022

BY DIRECTION OF THE PRESIDENT AND  
CHIEF EXECUTIVE OFFICER:



PHILIP J. SCARPELLI  
President and Chief Executive Officer

Signature Date: 11/3/2022