



Succession Plan
For
The Children's Advocacy
Centers of Illinois

Presented for CACI Board of
Directors approval

February 2009.

The Board of Directors of the Children’s Advocacy Centers of Illinois (CACI) 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, CACI has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The Board of CACI 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 is authorized (or authorizes the Executive Committee) of CACI 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 Associate Director of Fund Development and Membership is to immediately inform the Board Chair of the absence. As soon as it is feasible, the Chair should convene a meeting of the Board or 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: Marcia Milliken, Associate Director of Fund Development and Membership.

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, with a temporary salary increase to the entry-level salary of the executive director position

Board Oversight

The Executive Committee of the CACI Board of Directors will be responsible for monitoring the work of the Acting Executive Director. The above named people 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 Chair 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 CACI. This may include (but not be limited to) the membership of CACI, partners, grant monitors and others so designated by the CACI Board of Directors.

Completion of Short-Term Emergency Succession Period

The decision about when the absent Executive Director returns to lead the Children’s Advocacy Centers of Illinois should be determined by the Executive Director

and the Board Chair. 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 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 Committee immediately upon notification to plan and carry out a transition to a new permanent Executive Director. Since succession planning has been in place, the most likely candidate for this position would be the Associate Director of Fund Development and Membership, Marcia Milliken. During the succession planning process, steps have been made for the timely and well planned transition for the position. (See attached goals and objectives).

Information and Contact Inventory for the Children's Advocacy Centers of Illinois

If an emergency succession should occur, CACI should be able to quickly continue work in the most efficient and effective way.

Nonprofit Status	Onsite Location	Offsite Location
IRS Determination Letter	ED file cabinet	NA_____
Bylaws	Saved to N Drive	NA_____
Mission Statement	ED File cabinet	NA_____
Board Minutes	Board three ring binder	NA_____

Financial Information

Employer Identification Number (EIN) #: 36-4254553

Current and previous Form 990s	<input type="checkbox"/> Auditors statement book	<input type="checkbox"/> Auditor
audited financial statements part of the computer system and regularly backed-up)	<input type="checkbox"/> Auditors statement book	<input type="checkbox"/> Auditor
	<input type="checkbox"/> Backed up nightly	<input type="checkbox"/> NA
State or District Sales-Tax Exemption Certificate	<input type="checkbox"/> Information book in bookcase	<input type="checkbox"/> NA
Blank Checks	<input type="checkbox"/> With Marcia Milliken	<input type="checkbox"/> NA
Computer passwords	<input type="checkbox"/> Billie's information in bookcase	<input type="checkbox"/> NA
Donor Records	<input type="checkbox"/> Billie/Marcia computer saved to N Drive	<input type="checkbox"/> NA
Vendor Records	<input type="checkbox"/> Quick Books System	<input type="checkbox"/> NA

Audit

Name: Bob at Perrino and Associates (sending out for bid 01-09)

Perrino and Associates

214 South Sixth Street

Springfield, Illinois 62701

513-4123

Bank

Name: United Community Bank

Account Numbers:

Branch Representative(s): _____

Phone Number: _____

Fax: _____

Email: _____

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

The CACI Board president and Executive Director may make wire transfers. There are no alternatives.

Who are the authorized check signers?

CACI Board president, Executive Director, Associate Director of Fund Development and Membership. Checks over \$2,000 much have two signatures.

Human Resources Information

	Onsite Location	Offsite Location
Employee Records/ Personnel Info*	<input type="checkbox"/> Book in Billie's office	<input type="checkbox"/> Billie's Drive on computer
<i>*Names, home addresses, phone numbers, email, emergency contacts, etc.</i>		
I-9s	<input type="checkbox"/> Billie's book in office	<input type="checkbox"/> NA

Payroll

Company Name: Perrino's and Associates (Payroll)

Payroll Rep: Kim Bain

Phone Number: 217-523-4123

Email: Kim@perrino.com

Facilities Information

Office Lease (for renters)

Properties on Second, Inc.
26163 Middleton Parkway
Mundelein, IL 60060

Insurance Information (See below)

Directors and Officers

Cincinnati Insurance Company

Policy Number BCP8661488

RW Troxell*

General Liability

Company/Underwriter: Hartford Group
Policy Number 83 WEC GL1609
Premium Audit Department
Eastern Service Center
4401 Middle Settlement Road
New Hartford, NY 13413
1-800-962-6170
Administered through RW Troxell*

Health Insurance

Company/Underwriter: BCBS
Policy Number _____
Representative Phone Number/Email: _____
Broker Phone Number/Email: _____
Administered through RW Troxell*

Auto Insurance

Sentinel Insurance Co, LTD*
Policy number 83 UEC VO7162
VIN 1N4BL11D33C246685

*RW Troxell And Company
214 South Grand Aveune
Springfield, Illinois
217-528-7563

**Schwartz Copper Financial Ltd.
300 Professional Drive
Springfield, Il 62703
753-4020

Life Insurance *

Company/Underwriter:
Policy Number
Representative Phone Number/Email:
Broker Phone Number/Email:

Dental

Company/Underwriter: Delta Dental
Policy Number: 31960
Delta Dental
801 Ogden Avenue
Lisle Illinois
800 323 1735

Retirement Plan

American Funds Service Company**
P.O. Box 6164
Indianapolis, In 46206-6164
Number/Email: Melanie Lesko
(Springfield, Broker)
Broker Phone Number/Email:
mlesko@schwartzcopper.com

Date of Completion for Information and Contact Inventory: December 2008

Name of Person Completing Document: Billie Larkin

The Succession Plan and the supporting documents (the information and contact inventory, job descriptions, and organizational charts) should be reviewed and updated annually.

Signatures of Approval

Organization Name

Board Chair

Date

Individual Selected as Acting Executive Director

Executive Director

Date

Acting Executive Director's Current Title Date
