

HASTINGS PUBLIC SCHOOLS FOUNDATION

SUCCESSION OF EXECUTIVE DIRECTOR AUTHORITY

Temporary/Long Term Absence

In the absence of the Executive Director, it shall be the responsibility of the Development Director to assume the Executive Director's duties.

If the absence of the Executive Director is temporary, the Development Director shall assume only those duties and responsibilities of the Executive Director that require immediate action. If the Board determines the absence of the Executive Director will be a lengthy one, the Board may appoint an Acting Executive Director to assume all of the responsibilities of the Executive Director. Should the Development Director be named the Acting Executive Director, the Board will work to hire additional staff to relieve the Acting Executive Director of the duties of a dual position.

Permanent Absence and Hiring

When a vacancy in the Executive Director position is planned or created by circumstances, the Nomination Committee of the Board of Directors and the Hastings Public Schools Superintendent will, in a timely fashion, carry out the following:

- Create a profile using the input of the Board of Directors and the Superintendent to determine the knowledge, skills, and/or dispositions of a candidate capable of excelling as an Executive Director of the Hastings Public Schools Foundation;
- Advertise broadly;
- Conduct a paper screening and a reference review to provide the Board of Directors with the most qualified applications; and
- Determine "finalists."

Once finalists have been determined by the Nomination Committee and Superintendent, the Board of Directors, the Hastings Public Schools Superintendent, and the Development Director of the Foundation will interview each finalist. After all interviews are conducted, the Board of Directors, with the consent of the Superintendent, may name an individual to fill the vacancy of the Executive Director. The Board reserves the right to reject all applications if all candidates are determined incapable of serving satisfactorily as the Executive Director. If such a determination is made, the Board will re-initiate the process with additional advertisement.

The President of the Board of Directors will serve as the spokesperson for the Foundation during the selection process and when announcing a new Executive Director.

Adopted: 11/9/22

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