

## 1.0 Purpose

- 1.1 *The purpose of this document is to define the succession procedure for Columbia Community Foundation in the event of the absence of Columbia Community Foundation's Executive Council members, as defined in the Columbia Community Foundation Code of Regulations, at an Executive Council meeting, general membership meeting, or in a crisis event. The responsibility for the leadership of Columbia Community Foundation and the Executive Council is an important responsibility, which always must be fulfilled.*

## 2.0 Definition of Absence

- 2.1 *Absence of an Executive Council member is defined as the inability of the other remaining Executive Council members to get in direct communication with the missing individual for a period of more than 24 hours.*
- 2.2 *The remaining Executive Council members are expected to try with their best efforts to get in direct communication with the missing individual through all communication means possible like the telephone, cellular phone, e-mail, pager, electronic instant messaging, fax, and voice-mail first at the individual's business then at their home, and if communication cannot be achieved, the following procedure is to be followed.*
- 2.3 *Executive Council members are expected to notify the other remaining Executive Council members of anticipated and planned absences for business travel, vacations, etc. at least 24 hours prior to being absent.*
- 2.4 *Executive Council members with anticipated and planned absences are expected to give their contact information to the remaining Executive Council members at least 24 hours prior to being absent in case emergency contact must be established with the individual.*

## 3.0 Succession

- 3.1 *Leadership of Columbia Community Foundation and the Executive Council shall be the responsibility of the President.*
- 3.2 *If the President is absent, the responsibility for the leadership of Columbia Community Foundation and the Executive Council becomes the duty of the Vice President.*

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- 3.3 *If the Vice President is absent, the responsibility for the leadership of Columbia Community Foundation and the Executive Council becomes the duty of the Treasurer.***
- 3.4 *If the Treasurer is absent, the responsibility for the leadership of Columbia Community Foundation and the Executive Council becomes the duty of the Secretary.***
- 3.5 *If the Secretary is absent, the responsibility for the leadership of Columbia Community Foundation and the Executive Council becomes the duty of the Director of Scholarships.***
- 3.6 *If the Director of Scholarships is absent, the responsibility for the leadership of Columbia Community Foundation and the Executive Council becomes the duty of the Director of Grants.***

**4.0 Policy Activation**

- 4.1 *This policy becomes active and binding immediately.***

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Ronald B. Krisko  
Columbia Community Foundation President

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Deborah Hitchcock  
Columbia Community Foundation Secretary

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06/17/08  
Date:

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06/17/08  
Date: