

Policy

Series: Board Governance **COA: GOV 6.05**
CFOP: N/A

Policy Name: President and Chief Executive Officer Succession Plan Check List
Policy Number: GOV004-B
Reviewed Date: 5/21/2026
Revision Date: 5/28/2026
Effective Date: 5/28/2026

Applicable to: Family Partnerships of Central Florida (FPOCF) Board of Directors, President and Chief Executive Officer, Executive Leadership

SUBJECT: Succession Plan Check List

PURPOSE: A companion tool for the FPOCF CEO Succession Policy

REFERENCE: GOV011 Governance Model, GOV004-A CEO Succession plan

CHECKLIST

1. Immediate Board Actions

- Confirm CEO departure type: planned, unplanned, or temporary incapacitation.
- Appoint Acting CEO (from Chief Executive Leadership Team).
- Notify legal counsel, HR, and executive leadership of the transition.
- Schedule Board Chair–Acting CEO briefing within 24 hours.
- Determine communication boundaries and spokesperson roles.

2. Communications & Stakeholder Notification

- Prepare internal announcement to staff.
- Prepare external statement for partners, funders, DCF, and community stakeholders.
- Develop media/press response (if applicable).
- Update organizational contact lists and communication protocols.
- Ensure continuity of signature authority and public-facing roles.

3. Operational Continuity

- Review critical operations: safety, placements, licensing, case management, finance, and contracts.
- Confirm Acting CEO has access to:
 - Financial systems and approvals
 - Contract authority
 - HR systems
 - Emergency response protocols
- Identify any immediate operational risks and mitigation steps.
- Establish daily or weekly check-ins between Acting CEO and Board Chair.

4. Transition Plan (Planned Departure Only)

- Receive written transition plan from outgoing CEO.
- Review:
 - Task handoff schedule
 - Training/briefing needs
 - Delegation of high-risk or time-sensitive duties
- Approve timeline for staged transfer of responsibilities.
- Confirm final working day and expectations for CEO availability during transition.

5. Executive Search Preparation

- Determine whether to use a search firm or internal process.
- Approve search timeline and milestones.
- Define CEO profile:
 - Required competencies
 - Leadership attributes
 - Child welfare and community engagement expectations
 - Philanthropic and governance-facing responsibilities
- Establish Search Committee membership and authority.
- Approve communication plan for candidates and stakeholders.

6. Governance Oversight During Transition

- Review succession policy and ensure compliance.
- Confirm Acting CEO's scope of authority and limitations.
- Establish reporting expectations:
 - Frequency
 - Format
 - Key performance areas
- Document all Board decisions related to the transition.

7. Long-Term Leadership Selection

- Conduct candidate screening, interviews, and reference checks.
- Evaluate candidates using Board-approved criteria.
- Vote to appoint the new CEO.
- Approve compensation package and employment agreement.
- Plan onboarding schedule and first-90-days expectations.

8. Post-Transition Review

- Conduct debrief with Board Chair, Acting CEO, and Search Committee.
- Identify lessons learned and update succession policy as needed.
- Communicate transition completion to staff and stakeholders.
- Reinforce organizational stability and mission continuity.



Approved by the Family Partnerships of Central Florida Board of Directors on April 23, 2026.

AS APPROVED BY THE BOARD OF DIRECTORS:

A handwritten signature in blue ink, appearing to read "Eric Austin", written over a horizontal line.

ERIC AUSTIN
Board Chair

Signature Date: 4/30/2026

BY DIRECTION OF THE PRESIDENT AND CHIEF EXECUTIVE OFFICER:

A handwritten signature in blue ink, appearing to read "Philip J. Scarpelli", written over a horizontal line.

PHILIP J. SCARPELLI
President and Chief Executive Officer
Family Partnerships of Central Florida

Signature Date: 4/30/2026