



WHEATLAND MUSIC ORGANIZATION VOLUNTEER LEADERSHIP SUCCESSION POLICY

PURPOSE: The purpose of this policy is to assure a smooth transition in succession to positions of leadership within the Wheatland Music Organization, maximizing operational stability by applying the qualifications and experience of existing volunteer resources while simultaneously encouraging the promotion, recruitment and development of future volunteer leaders.

POLICY: It shall be the policy of the Wheatland Music Organization to encourage the promotion, recruitment and development of volunteer leaders through implementation of fair, open and transparent procedures for the selection of volunteers to positions of leadership within the Organization.

DEFINITIONS The following definitions shall apply:

- 1) "Position of Leadership" means a board members (first tier), volunteers with supervisory responsibilities ('volunteer supervisors') who respond directly to board members (second tier) and volunteers who with supervisory responsibilities responding directly to second tier supervisors (third tier).
- 2) "Area Coordinator" means second tier volunteer supervisors.
- 3) "Group Leader" means third tier volunteer supervisors.
- 4) "Succession" means the filling a vacancy in a second or third tier position of leadership.

PROCEDURE: Whenever a vacancy in a second or third tier position of leadership is created, whether by retirement, resignation, removal or otherwise, the following succession procedures shall be followed:

- 1) **POSTING:** As soon as any board member is made aware of a vacancy in a second or third tier leadership position, the board member responsible for the affected area shall notify and submit a position description to the business manager for posting on WMO's website and on social media. The posting period shall be at least two weeks. The posting shall include the position description and solicit interested persons to submit an application, resume and references. Application forms (attachment 1) shall be made available on WMO's website.
- 2) **REVIEW OF APPLICATIONS BY ADMINISTRATIVE COMMITTEE:** All applications, resumes and references submitted shall be reviewed by the administrative committee at its next meeting. A recommendation shall be made to the full board based upon it's consideration of the following:
 - a) A criminal background check.
 - b) Qualifications and prior experience as a WMO volunteer.
 - c) Reference check.
 - d) Recommendations, if any, of the out-going volunteer supervisor
 - e) An in-person interview at the discretion of the Committee.

f) Any other relevant criteria.

3) DECISION BY THE BOARD OF DIRECTORS: After due consideration of the Administrative Committee's recommendation, the Board of Directors may vote to fill the vacant leadership position. Discussion and voting shall take place in closed session. The Board's Volunteer Coordinator shall notify all candidates of the Board's decision. Where appropriate, applicants who are not selected for the position should be encouraged to participate in other volunteer capacities commensurate with their experience and qualifications and referred to the appropriate Area Coordinator(s).

Attachments:

1. Volunteer leader application form.

Policy Adopted On: _____

Reviewed: _____