

TEXAS BOARD OF PHARMACY
POLICY AND PROCEDURE

POLICY NAME SELECTION OF SUCCESSOR EXECUTIVE DIRECTOR

DATE OF ORIGIN

PURPOSE To have in place a succession plan in the event of the anticipated or unanticipated departure or incapacity of the Executive Director of the TSBP

- 1.0 POLICY
- 1.1 The Board will have a transition plan in place to ensure that the operation of the TSBP remains fluid and uninterrupted in the event of the anticipated or unanticipated departure of the Executive Director of the TSBP.
- 2.0 STANDARDS/CRITERIA
- 2.1 The Board shall establish a search committee consisting of the President, Vice President and one Board Member charged to make the determination of whether to retain an internal or external search firm for the succession planning effort. The search committee may add additional members as it determines to be appropriate to accomplish the task of identifying the qualifications of prospective candidates and assisting in the identification of prospective candidates for the Board to select a successor Executive Director.
- 2.2 The Board, in consultation with the Executive Director, shall designate a person to serve as interim Executive Director in the event of a lapse of time from the anticipated departure of the Executive Director and the selection of a new Executive Director. The Board shall not select a current member of the Board to serve as interim Executive Director.
- 2.3 Current members of the Board may not be a candidate to serve as Executive Director without first resigning from the Board. Upon the date of first publication of any notice or press release about the availability of candidates to apply to become Executive Director of the TSBP, a member of the Board who has not resigned may not become a candidate.
- 2.4 The current Executive Director shall be responsible to ensure that procedures are in place to facilitate a fluid and uninterrupted transition of the Executive Director of the TSBP.

3.0 OPERATIONAL PROCEDURE

- 3.1 The Board shall implement the transition plan.
- 3.2 The following documents shall be maintained and kept current as a resource for the search committee, the search firm and potential candidates to evaluate the qualifications and requirements for the potential candidate pool and specific candidates:
 - a) TSBP strategic plan, appropriations, and mission and vision statements.
 - b) Executive Director job description (which includes qualifications).
 - c) Relevant governance policies from the *Policies and Procedures* relating to the roles and responsibilities of the TSBP Board members and its Executive Director.
- 3.3 The steps to be taken by the search committee to identify the qualifications of prospective candidates and to select the candidate for a successor Executive Director shall include at least the following:
 - a) Meet with the current or interim Executive Director.
 - b) Identify time line and confirm that required materials under 3.2 of this Policy have been assembled.
 - c) Prepare a proposed budget to be submitted to and approved by the Board, including the need to hire a search firm, fees, the scope of search (internal and external), the need for additional Board meetings including travel expenses, relocation expenses, and other expenses related to the selection of a successor Executive Director.
 - d) Determine the need for additional members to be added the search committee.
 - e) Determine other steps.
- 3.4 In the case of immediate departure or incapacity of the Executive Director, the following will remain in effect until the Board has met to select on interim director.
 - a) The Directors, with the approval of the Board President, will select a lead director to establish a point-of-contact to the board and for outside entities.
 - b) The current Directors will share in responsibility of running the day-to-day operations of the agency.
 - c) The lead director will notify all State oversight agencies and interested parties of the temporary change in Executive Director.