

CEO Succession Planning & Development

Plan & Organize: The Quantum Governance Team, in partnership with select members of the Board will develop a plan for the Engagement via a one-hour Zoom. Together, we will build a consensus on the final methodology for data gathering; key milestones and deliverables; success factors; basic sequencing of events and the overall timeline.

Finalize & Communicate the Assessment Plan: Quantum Governance will prepare materials that transparently communicate the final Assessment Plan to share with the rest of the Board.

Obtain Stakeholder Input & Collect Data:

Review CEO Succession-Related Documents: Quantum Governance will conduct a top-level review of the current CEO Succession Plan (if one exists), as well as the CEO's job description and any other supporting data, KPI or other metrics.

Field a Brief, Custom, Online Survey: We will develop and then field an online survey to gather both qualitative and quantitative information from the Board about the ideal skills, attributes, values and responsibilities for the credit union's future CEO.

Interview the Credit Union's Board Leadership: We will conduct one-hour interviews (via Zoom) with the Board Chair and Vice-Chair. The individual interviews provide additional context and depth to the information gathered in the survey and document review. Unless the optional interviews (see below) are conducted, information from these two interviews will be used as background information only.

Optional: Interview the Credit Union's Board Members: We will conduct 30-minute interviews (either via Zoom or telephone) with the credit union's Board members. The individual interviews provide additional context and depth to the information gathered in the survey and document review. The interview for the Board Chair may last up to one hour. Information from the interviews will be presented in an unattributed form in the Assessment Report.

Summarize the Data and Report

Draft an Executive Briefing Report: Quantum Governance will synthesize and analyze the information gathered from the document review, survey and interviews and prepare an Executive Briefing Report will outline our findings and conclusions, as well as include an attachment of the raw data from the survey.

Meet with Select Leadership: We will meet via Zoom with select leadership such as the CEO and Board Chair to discuss the draft Executive Briefing Report and obtain their feedback and input.

Modify the Executive Briefing Report Based Input & Distribute: Following the meeting with select leadership, the draft Executive Briefing Report will be modified as needed, finalized and distributed to all Board members and any other individuals as identified by leadership.

Phase 4: Facilitate a Board Discussion and Finalize the CEO Profile & Job Description

Facilitate a Board Discussion: Quantum Governance will facilitate a Board discussion via either Zoom or in-person regarding the findings and conclusions presented in the Executive Summary Report.

Finalize an Ideal Profile for the New CEO and Job Description: Based on the findings and conclusions presented in the Executive Summary Report and the output from the Board facilitated discussion, Quantum Governance will prepare and present to the Board an all but final Ideal Profile for the new CEO and any changes to the current CEO Job Description based on the facilitated discussion. These documents will then be reviewed by the Board and finalized by the credit union's CEO Search Committee and its selected Search Firm for finalization and use during the search process.

Phase 5: Implementation Support

Support the Implementation with the Search Firm: Quantum Governance will support a successful search process by providing up to four (4) hours of consultation to the credit union's selected search firm. Additional hours may be added to this scope of work upon mutual agreement of both parties.