



**GOSUMEC
FOUNDATION
USA**

510-516-7677
founder@gosumec.org
177 Telles Ln,
Fremont CA 94539

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Succession Plan

Purpose:

To ensure the continuity of leadership and operations in the event of planned or unplanned transitions within the Foundation's executive leadership.

Plan Components:

- **Emergency Succession:** In the event of an unexpected departure of the CEO or Executive Director, the Board Chair will appoint an interim leader from the senior staff to maintain operations.
- **Planned Succession:** For anticipated transitions, a Succession Planning Committee will be established at least six months in advance to identify and train potential internal candidates or initiate an external search.
- **Knowledge Transfer:** Develop a comprehensive transition plan, including documentation of key processes, stakeholder relationships, and ongoing projects.
- **Communication Strategy:** Inform stakeholders, including staff, donors, and partners, about leadership changes in a timely and transparent manner.

Review and Updates:

The succession plan should be reviewed biennially and after any leadership transition.

