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AASLH EXECUTIVE SUCCESSION PLAN

7/09

Statement of Purpose and Philosophy

AASLH believes that succession planning is a vital part of planning for the future of any organization, both for itself and for its members. AASLH's succession plan outlines courses of action for short-term, long-term, or permanent vacancies in the office of President & CEO. Believing strongly in professional development for the field of state and local history, and for its own staff, AASLH encourages the principle of advancement from within the organization at all levels.

Succession Plan Procedures

The following steps should be taken sequentially to ensure a seamless transition of the position of CEO in the best interests of the organization.

- 1) The Chair of the AASLH Council will negotiate the terms of vacancy or separation with the CEO for short-term (less than 30 days) or long-term (more than 30 days but not longer than 6 months) vacancies, or permanent separation from AASLH. (Timeframe – immediate)
- 2) If the separation is to be permanent, the Chair will consult with the Executive Committee on the terms of departure and ask three members to serve as part of a Search Committee to be led by the Vice Council Chair. The Search Committee should also include three former Chairs of Council and a staff representative. (Timeframe – immediately upon notice from the CEO.)
- 3) An interim director will be necessary if the departure of the CEO is immediate or if a short- or long-term interim director is deemed necessary by the Chair and the CEO. If applicable the CEO will develop a recommended plan for executive leadership and present it for approval by the Executive Committee. Under the leadership of the AASLH Chair, the Executive Committee will negotiate the plan with the CEO. If drafting a recommended plan by the incumbent CEO is deemed inappropriate or not feasible, the AASLH Chair will develop a plan for approval by the Executive Committee, and together they will determine who should be appointed. (Timeframe –CEO will present a plan to the Council Chair at the time of notice, or within a week thereafter.)
- 4) If the CEO's departure is to be permanent, the Executive Committee will appoint an interim CEO either from inside or outside of the organization. The Executive Committee will review the current job description of the CEO, make changes as

- warranted, and recommend to Council a process for a search (based on steps outlined in this plan) and plan for remuneration of the next CEO. The final job description, search process, and remuneration plan will be presented to Council for approval. Once approved, the Search Committee will proceed with full authority from the AASLH Council and bring a recommendation to Council for final approval.
- 5) Noting AASLH's belief in providing opportunities for advancement within the organization, the Executive Committee may consider the option of appointing a CEO from within the organization without engaging in a outside search. Alternatively, the Executive Committee may elect to conduct a national search. It may also decide to bring in an outside interim director that can affect major change in areas such as governance, staffing, donor relations, etc., and subsequently to conduct a national search for a permanent CEO. In any case, the authorizing body will review the current job description and adjust it as necessary to the circumstances as they develop. (Timeframe – within 30 days of notice given.) See process for selection of new President & CEO below.
 - 6) Should the departure of the CEO be announced but the date of departure is in the distant future (say 2 years or over), the AASLH Council will consider asking the Search Committee to seek a new CEO whose time of service will overlap with the departing CEO for a specified time period. (Timeframe – within 30 days of notice given.)
 - 7) The Search Committee Chair (Vice Chair of the Council) will engage in conversation(s) with any members of the staff that have either (a) shown an interested in advancing to the role of the CEO, or (b) have been identified by the Search Committee as potential candidates for the position. (Timeframe – as soon as practicable following notice given by the CEO)

Search Committee Task Description

The seven-person Search Committee (three from the Executive Committee, three past Council Chairs, and one staff member appointed by the Council Chair) will work on behalf of the Association to ensure that an appropriate recruitment plan is implemented to secure the next executive. Because AASLH believes in professional development and advancement from within the organization, the options of (a) recruitment from within or (b) an outside (national) search will be considered in the light of AASLH's current state of financial and programmatic stability, as well as the experience, capabilities, and past performance of any potential internal candidate, and other appropriate factors. A national search may include internal candidates if the Search Committee deems appropriate.

The Search Committee will:

- Review the search plan outlined in this document.
- In the case of a national search, it may appoint a team of two or more of its members to screen applications as they are received, with authority to reject noncompetitive applications outright.
- Review competitive applications and select finalists.
- Travel to Nashville or any other designated place to interview finalists.

- Make a final recommendation to Council on its choice for the next CEO.

Pros and Cons of Appointment from Within Vs. National Search

<i>Appoint from Within</i>	<i>National Search</i>
Pros	Pros
Candidate may be groomed for the position	Fresh thinking unencumbered by past commitments and opinions
Understanding of internal and external barriers	Not encumbered with opinions or bias about past performance
Possible lower cost of recruitment	
Shorter time frame for recruitment	
Staff familiarity with vision of new leader	
Established relationships with stakeholders	
Cons	Cons
Possibility of minimal change to the organization	Unfamiliar with internal and external barriers
Possible staff conflicts	Cost to conduct national search
Encumbered with bias from the field regarding performance at AASLH	Time involved in a national search
Encumbered with bias from staff and/or Council regarding past performance and relationships	Minimal established relationships with stakeholders

Selection Process for New President & CEO

If the Search Committee deems it appropriate to hire from within the organization without conducting a national search, an offer will be presented by the Council Chair.

If the Search Committee deems it necessary to conduct a national search, it should first determine whether internal candidates should be considered and instruct the Chair of the Council to advise the staff accordingly.

Under a national search, a job ad will be written and placed in, at a minimum, the following resources:

- *Dispatch*
- AAM Newsletter
- All listservs currently utilized by AASLH for marketing purposes.

The Search Committee may appoint a team of two or more persons to screen applications and remove any found to be non-competitive. Any applicant deemed non-competitive will be advised accordingly by letter from the Search Committee Chair. Copies of all applications and related correspondence will be kept by the AASLH Director of Finance in the AASLH Personnel files for a period of three years.

The screening team will forward to the full Search Committee copies of applications they deem competitive for the position. Depending on the number of applications accepted, the Search Committee Chair will assign Search Committee members to conduct phone interviews with candidates, and report findings back to the whole Search Committee. After all phone interviews are conducted and reported, the Search Committee will meet via conference call (unless otherwise agreed) to narrow the field to approximately the top 4 candidates to be invited to Nashville or another designated location for a personal interview.

The Search Committee chair will provide leadership in establishing an interview plan. The staff member on the Search Committee will act as a full member of the Search Committee, and will also provide confidential administrative support for the Committee. The search process will be strictly confidential, protecting the identity of all applicants until the names of finalists may be disclosed in the final interviewing stage.

After interviews are completed, the Search Committee will meet, either in person or via conference call, to make final decisions on recommendation of a candidate for Council approval. The Chair of the Council will make the offer to the candidate selected.

Communications Plan with the Field

If the CEO is temporarily replaced by an interim director or if the CEO's separation from AASLH is to be permanent, the following steps will be taken to ensure full disclosure to the AASLH membership and the field at large. All communications will be conducted in a positive manner, in the best interests of both the association and the individuals concerned.

- E-blast from AASLH Council Chair sent to entire email d/base within 48 hours of notice given and before any job ads are placed.
- Article written by Council Chair outlining the plan will be printed in the next issue of *Dispatch* and posted on the AASLH web site.
- If deemed appropriate by the Council Chair, the current CEO may also write an article for *Dispatch*.
- Personal phone call from the Chair of AASLH to key donors or stakeholders (e.g., The History Channel, IMLS, NEH, foundations)
- Personal phone call from the Chair to the President & CEO of the American Association of Museums and any other associations deemed appropriate
- Personal notice to all committee and task force chairs of AASLH, with special attention paid to committees or task forces where the CEO acts as staff liaison (e.g., Leadership Development Committee, Finance Committee, Federal-State Partnerships Coalition, etc.).

Financial Responsibilities to be Addressed

- As appropriate to the situation, a severance package may be negotiated, subject to approval by the Executive Committee and included as a revision in the current budget, in consultation with the Finance Committee Chair.
- A budget for the search process, if needed, should be developed by the AASLH Chair and included as a revision in the current budget, with the Finance Committee Chair consulted.
- All financial institutions where AASLH holds assets (investments, cash, etc.) will be notified, with the current CEO removed as an authority or signatory, at the appropriate time given the circumstances involved.
- Credit institutions (e.g., credit cards, automobile loan, etc.) will be notified, with the current CEO removed as an authority or signatory, at the appropriate time given the circumstances involved.

Annual Calendar Responsibilities to be Addressed

AASLH's President & CEO participates, at a minimum, in the following annual events. Volunteer leaders for those events should be contacted as appropriate:

- AASLH Annual Meeting
- AAM Annual Meeting
- State Historical Administrators Meeting, November or December of each year.
- Outdoor History Museum Forum meeting, spring of each year.
- Any agreed upon speaking engagements
- Any boards or advisory committees where AASLH is represented by the President & CEO
- Annual staff reviews
- Committee meetings where the President & CEO acts as staff liaison (e.g., Leadership Development Committee, Finance Committee, Federal-State Partnership Coalition, etc.)

***The Executive Committee will review and update this plan
in the first quarter of each year.***



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***JOB DESCRIPTION
For AASLH
PRESIDENT & CEO
Revised 6/09***

Appointed by and reporting to the AASLH Council, AASLH's President & CEO serves at the pleasure of the Council and must possess the following core competencies and be held accountable for these responsibilities:

- Carry out a mission-driven agenda for AASLH and the field at large.
- Be an evangelist for the field of state and local history, and for AASLH specifically.
- Serve as AASLH's principal spokesperson and interface with organizations in the field and related to the field, including but not limited to AASLH members, the media, foundations, government agencies, etc.
- Enthusiastically lead and expand fundraising and other revenue centers for the association.
- Oversee budgeting, finance, and operations in order to meet established goals.
- Be fiscally responsible, understanding the budget and all of its implications.
- Be an inspiring leader that empowers staff and volunteers.
- Build strategic alliances where appropriate and possible.
- Develop and communicate a vision for AASLH.
- Conduct strategic and operational planning and evaluation for the association at large, and delegate and manage strategic and operational planning and evaluation of programs and services.
- Hire, manage, and motivate a professional staff.
- Act as staff liaison to the Leadership Development Committee and Finance Committee, at a minimum.
- Manage a complex organization, delegating authority and managing results.
- Command the respect of stakeholders (e.g., donors, members, other associations)
- Make available professional development and advancement for the AASLH staff.

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Emergency Succession Plan for the Museum Association of New York

The Board of Directors of the Museum Association of New York (MANY) recognizes that this is a plan for contingencies due to the disability, death or departure of the Director. If the organization is faced with the unlikely event of an untimely vacancy, MANY has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The Board of MANY has reviewed the job description of the Director. The job description is attached. The board has a clear understanding of the Director's role in organizational leadership, program development, program administration, operations, board of director relationships, financial operations, resource development and community presence.



In the Event of a Temporary, Unplanned Absence: Short-Term

A temporary absence is one of less than three months in which it is expected that the Director will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

The MANY Board of Directors authorizes the President and the Executive Committee to implement the terms of this emergency plan in the event of the unplanned absence of the Director.

Within 72 hours of notification of the disability, death or departure of the Director, the MANY President will notify the board and convene the Executive Committee to affirm the procedures prescribed in this plan or to make modifications as the Committee deems appropriate and to determine who, how, and by when the assets and the office operations of the organization will be secured.

The following individuals will be immediately notified:

1. Justine Russell, Assistant to the President, Arts Center of the Capital Region and MANY's landlord: 518-273-0552
2. Bob Sheehan, contract bookkeeper: 518-271-6946
3. Jerome Brossard, contract IT: 413-364-2463
4. Joan Baldwin, contract program coordinator: 860-435-4981
5. George Cefferillo, CPA: 518-464-6205

6. Kristin Herron, Director of the Museum Program, NYS Council on the Arts (MANY's primary funder): 212-741-7848
7. Catherine Gilbert, Director, Upstate History Alliance (our conference partner): 1-800-895-1648

At the time that this plan was approved, the position of Acting Director would be the sitting MANY Board President until such time as a temporary replacement could be identified. Potential replacements could be drawn from current MANY program contractors, current or former MANY board members, or a professional association management firm.

Information and Contact Inventory

Attached to this plan is an inventory of additional contacts and the location of key documents, which are essential to the operation of the MANY office.

Authority and Compensation of the Acting Director

The person appointed as Acting Director shall have the full authority for decision-making and independent action as the regular Director.

The Acting Director will be offered compensation, if appropriate.

Board Oversight

The MANY Board President and/or Executive Committee will be responsible for monitoring the work of the Acting Director.

Communications Plan

The MANY Board President will provide regular status reports to the Board of Directors as to the progress of working through this plan.

As soon as possible after the Acting Director has begun covering the unplanned absence, Board members and the Acting Director shall communicate the temporary leadership structure to the following key external supporters of MANY. This may include (but not be limited to) members, funders, sister museum service agencies and professional associations, and appropriate government offices.

Completion of Short-Term Emergency Succession Period

The decision about when the absent Director returns to lead MANY should be determined by the Director and the Board President. They will decide upon a mutually agreed upon schedule and start date.



In Event of a Temporary, Unplanned Absence: Long-Term

A long-term absence is one that is expected to last more than three months. The procedures and conditions to be followed should be the same as for a short-term absence with one addition:

The Board of Directors will give immediate consideration to securing a longer-term arrangement with the Acting Director, and failing that, to identify an Acting Director or management association who will be able to serve the organization.

Completion of Long-Term Emergency Succession Period

The decision about when the absent Director returns to lead MANY should be determined by the Director and the Board President. They will decide upon a mutually agreed upon schedule and start date.



Succession Plan in Event of a Permanent Change in Director

A permanent change is one in which it is firmly determined that the Director will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition:

The MANY Board President will appoint a Search Committee within fourteen (14) days of the Director's notice of separation to plan and carry out a search for a new permanent director. The Board will also consider the need for outside consulting assistance depending on the circumstances of the transition and the board's capacity to plan and manage the transition and search. The Search Committee will also determine the need for an Interim Director, and plan for the recruitment and selection of an Interim Director and/or permanent Director.



Checklist for Acceptance of All Types of Emergency Succession Plans

- Succession plan approval.** This succession plan will be approved by the MANY Board of Directors. This plan should be reviewed annually.
- Signatories.** The Board President and Secretary and the Director shall sign this plan.
- Organizational Charts.** Two organizational charts need to be prepared and attached to this plan. Prepare and attach an organizational chart reflecting staffing positions and lines of authority/reporting throughout the organization. Prepare and attach a second

organizational chart that reflects how that structure will change within the context of an emergency/unplanned absence of the Director.

- Important Organizational Information.** Complete the attached *Information and Contact Inventory* and attach it to this document. Also attach a current list of the organization's board of directors.
- Copies.** Copies of this Emergency Succession Plan along with the corresponding documentation shall be maintained by The Board President and Secretary, and by the Director.



Signatures of Approval: Museum Association of New York

Board President Date

Board Secretary Date

Director Date

MANY Emergency Executive Succession Plan Template

Adapted from templates developed by Center for Nonprofit Advancement and Compasspoint

Throughout, the text reflects good practice; each organization should review the decisions implied by each policy or procedure and decide what will work for that organization.

Note on language and format

Throughout this document, the following terms and titles have been used for simplicity. If necessary, replace these terms with those in use in your institution

- “Executive Director” indicates the chief staff officer, also known as the President, Director, or CWO
- “Board Chair” indicates the highest ranking volunteer on the board, also known as President, when that title is not used for staff
- “Board of Directors” indicates the primary fiduciary board, also known as the Board of Trustees
- “Executive Committee” indicates a subset of the fiduciary board, generally the officers and other designated members, empowered to act for the full board. If there is no empowered executive committee, all references should be replaced with “Board of Directors” or the equivalent

Blanks should be filled in with the information appropriate to the institution.
Phrases in square brackets [...] represent choices to be made during planning.

Introduction

In order to ensure the continuous coverage of executive duties critical to the ongoing operations of _____ Organization Name _____ and its services to visitors, members and the community, the Board of Directors is adopting policies and procedures for the temporary appointment of an Acting Executive Director in the event of an unplanned and extended absence of the Executive Director.

While the Board acknowledges that such an absence is highly improbable and certainly undesirable, it also believes that it is an important part of its fiduciary and stewardship responsibilities to have an emergency executive succession plan. It is expected that this plan will ensure continuity in external relationships and in staff functioning.

The Board of Directors of _____ Organization Name _____ has created and approved this plan for contingencies due to the absence, disability, death or departure of the Executive Director. If the organization is faced with an unexpected vacancy, _____ Organization Name _____ has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership. This plan was approved by the Board of Directors on ____ date ____.

Definition and Implementation

An unplanned, temporary absence is defined as one in which it is expected that the Executive Director will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical. The Board of Directors is authorized [or authorizes the Executive Committee] of Organization Name to implement the terms of this emergency plan in the event of the unplanned temporary absence of the Executive Director.

In the event of an unplanned temporary absence, the Board Chair should be informed immediately by the Executive Director, his/her family, or any staff or board member who is notified of the absence. The Chair will convene a special meeting of the Board [Executive Committee], as soon as it is feasible, consistent with the procedures outlined in the bylaws. At that meeting, this plan will be reviewed, amended as needed, and implemented.

Job Description

The Board reviewed the job description of the Executive Director on ___ date ___. The job description is attached. The Board has a clear understanding of the Executive Director's role in organizational leadership, program development, program administration, operations, board of directors' relationships, financial operations, resource development and community presence.

Acting Director

At the time that this plan was approved, the position of Acting Executive Director would be filled by:

_____ Name, _____ Title.

Should that person be unable or unwilling to serve as acting director,

_____ Name, _____ Title.

will serve as acting director.

[in a large organization, you may consider two back up designees]

Depending on the specific circumstances and timing of the absence, the Board [Executive Committee] may consider the option of splitting executive duties among the designated appointees.

If the Executive Director's absence is expected to exceed _number of months_, and the Acting Executive Director is a senior staff member, the Executive Committee [Board of Directors] and Acting Executive Director will give immediate consideration to temporarily filling the position left vacant by the Acting Executive Director with a temporary or contract employee. The temporary manager or contractor would focus on the highest priority areas for which the Acting Executive Director needs assistance. If the Acting Executive Director is a board member, the Executive Committee [Board of Directors] will give immediate consideration, in consultation with the Acting Executive Director, to temporarily shifting board responsibilities.

The Acting Executive Director may ask to revisit these decisions periodically throughout the acting period, particularly if circumstances change.

The Executive Director shall develop a plan for training the two [three] designees in each the priority functions of the Executive Director. The training plan is attached to this document.

Authority and Compensation of the Acting Executive Director

The person appointed as Acting Executive Director shall have the full authority for decision-making and independent action as the regular Executive Director.

The Acting Executive Director will be compensated for additional responsibilities as follows:

[a) A temporary salary increase to the entry-level salary of the Executive Director position or b) an increase of x% over his/her current salary or c) bonus of \$_per month or week_ during the Acting Executive Director period or d) no additional compensation]

Board Oversight

The board member(s) [board committee] responsible for monitoring the work of the Acting Executive Director shall be _____list by name, office, or committee_____.

The people responsible for oversight will be sensitive to the special support needs of the Acting Executive Director in this temporary leadership role.

Communications Plan

Immediately upon transferring the responsibilities to the Acting Executive Director, the Board Chair will notify all staff members, members of the Board of Directors and key volunteers of the delegation of authority.

As soon as possible after the Acting Executive Director has begun covering the unplanned absence, Board members and the Acting Executive Director shall communicate the temporary leadership structure to the following key external supporters of _____ Organization Name _____. This may include (but not be limited to) government contract officers, foundation program officers, civic leaders, and major donors as well as members of the press as appropriate. If possible and feasible, the Executive Director will be consulted on the language concerned his/her absence.

Completion of Emergency Succession Period

The decision about when the absent Executive Director returns to lead _____ Organization Name _____ should be determined by the Executive Director and the Board Chair. They will decide upon a mutually agreed upon schedule and start date. A reduced schedule for a set period of time can be allowed, by approval of the Board Chair, with the intention of working their way back up to a full-time commitment.

If the Executive Director does not return

As soon as feasible after notice that the Executive Director will not return, the Board of Directors [Executive Committee] will call a special meeting, consistent with the procedures in the bylaws, to appoint a Transition and Search Committee to plan and carry out a transition to a new permanent Executive Director, including plan for the recruitment and selection of an Interim Executive Director and/or permanent Executive Director.

The Transition and Search Committee [Board of Directors/Executive Committee] will decide if the current Acting Executive Director will be asked to continue as Interim/Acting Executive Director and if so, will negotiate the terms of continuing, including compensation and hiring temporary replacement staff. If the Transition and Search Committee [Board of Directors/Executive Committee] determines the need for an Interim Executive Director other than the Acting Executive Director, the Board Chair and Chair of the Transition and Search Committee will communicate that decision to the Acting Executive Director and plan for an orderly transition to an Interim Director.

The Board will consider the need for outside consulting assistance with the transition and search, depending on the circumstances including the board's capacity to plan and manage the transition and search.

Checklist

- Succession plan approval.** This succession plan will be approved by the Board of Directors. This plan should be reviewed annually.
- Signatories.** The Board Chair, the Executive Director, the designated Acting Executive Director and the back up Acting Executive Director should sign this plan after the annual review.
- Organizational Charts.** Two organizational charts need to be prepared and attached to this plan: one that reflects current staffing positions and lines of authority/reporting and a second organizational chart that reflects how that structure will change within the context of an emergency/unplanned absence of the Executive Director.
- Executive Director job description.** Attached to this document.
- Designated Acting Executive Director(s) training plan.** Attached to this document
- Important Organizational Information.** Complete the attached *Information and Contact Inventory* and attach it to this document.
- Copies.** Copies of this Emergency Succession Plan along with the corresponding documentation shall be maintained by The Board Chair, the Executive Director, the designated Acting Executive Director, [the human resources director], and [the organization's attorney.]

Signatures of Approval

Board Chair Date

Executive Director Date

Individual Designated as Acting Executive Director Date

Individual Designated as back up Acting Executive Director Date

Information and Contact Inventory for Organization Name

Knowing where your organization's key information is located is critical so that if an emergency succession should occur, your organization would be able to quickly continue work in the most efficient and effective way.

Fill in where hard and/or electronic copies of each of the following can be found

Organizational Information

IRS Determination Letter _____

IRS Form 1023 (Application for Recognition of Exemption Under Section 501(c)(3)) _____

Employer Identification Number (EIN) #: _____

Bylaws _____

Mission Statement _____

Board Minutes for the last three years _____

Corporate Seal _____

Financial Information: Current and 3 years prior

Form 990s _____

Audited financial statements _____

Budgets and periodic financial statements _____

Documents

State or other Sales-Tax Exemption Certificate _____

Blank Checks _____

Donor Records _____

Client Records _____

Vendor Records _____

Volunteer Records _____

Auditor

Name: _____

Phone Number _____

Email: _____

Bank

Name(s): _____

Account Numbers: _____

Branch Representative(s): _____

Phone Number: _____

Fax: _____

Email: _____

Investments

Financial Planner / Broker Company _____

Representative Name: _____

Phone Number: _____

Email: _____

Who is authorized to make transfers? Who is authorized to make wire transfers? Are there alternatives?

Who are the authorized check signers? _____

Is there an office safe? Who has the combination/keys? _____

Legal Counsel

Name: _____

Phone Number: _____

E-mail: _____

Human Resources Information

Employee Records/Personnel information (*Names, home addresses, phone numbers, email, emergency contacts, etc.*)

I-9s _____

Board list with contact information _____

Payroll

Company Name: _____

Account Number: _____

Password or other identification _____

Payroll Rep: _____

Phone Number: _____

Email: _____

Facilities Information

Office Lease (for renters) _____

Building Deed (for owners) _____

Building Management

Company Name: _____

Contact Name: _____

Phone Number/Email: _____

Security System

Company Name: _____

Account Number _____

Password or other identification _____

Representative Phone Number/Email: _____

Computer system

Contract IT Manager _____

Phone Number: _____

E-mail: _____

Passwords _____

Contract website manager _____

Phone Number: _____

E-mail: _____

Passwords _____

Contract list management or other technology _____

Phone Number: _____

E-mail: _____

Passwords _____

Insurance Information

General Liability / Commercial Umbrella

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Directors & Officers Liability

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Health Insurance

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Unemployment Insurance

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Workers' Compensation

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Disability Insurance (short-term)

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Disability Insurance (long-term)

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Life Insurance

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Dental

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Long Term Care

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Retirement Plan

Company/Underwriter: _____

Policy Number _____

Representative Phone Number/Email: _____

Broker Phone Number/Email: _____

Date of Completion for Information and Contact Inventory: _____

Name of Person Completing Inventory: _____