

**MENTAL HEALTH & RECOVERY  
SERVICES BOARD OF LUCAS COUNTY**

**Interim Executive Director**

**COQ: VI-A.3**

**Effective Date: 4/1/16**

**Supersedes Date: 1/1/14**

**POLICY**

The Mental Health and Recovery Services Board of Lucas County will assure clarity in its executive leadership by ensuring that an Interim Executive Director will be appointed within 10 working days of a vacancy occurring.

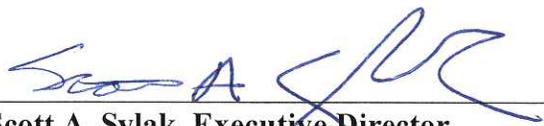
**ACCOUNTABILITY**

Mental Health and Recovery Services Board of Lucas County

**PROCEDURE**

1. The Board Chair shall carry out the duties of the Executive Director until an interim appointment has been made.
2. Within seven working days of a vacancy occurring, the Board Chair will consult with the Governance Committee and select the person who can best carry out the responsibilities of the Executive Director on an interim basis.
3. Upon selection, a written request to assume this interim assignment will be presented to the individual. The request will clearly define the terms of the proposed interim assignment, compensation, and duties of the position, if modified from the existing job description of the Executive Director.
4. Written response to the offer of the interim assignment must be obtained by the Board Chair within three working days.
5. The interim assignment will be considered temporary until approved by a majority of the full Board. The Board Chair will seek this approval at the next scheduled Board meeting.

**Approved:**

  
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Scott A. Sylak, Executive Director

3-15-16  
Date