



## 2018 AmeriCorps\*Texas All-Grantee Meeting

### Continuity and Transition Planning

#### Activity

##### Scenario #1

- The AmeriCorps Program Director, who has been with your program for 25 years, has announced that they will be retiring in 2 months because they have been elected by the IOC Session (by secret ballot) to a four year term on the IOC Executive Board. You're excited for the PD, and immediately think about renewing your passport because surely the PD can get you tickets to the 2022 Beijing Olympic Opening Ceremonies! But in your excitement, you also begin to think about all of the responsibilities that the PD has in ensuring your program runs smoothly and successfully. The PD provides day-to-day support, manages staff, you realize that your recompetete grant application is due in eGrants at the end of the month and the PD is the only person authorized to submit. Your organization's fundraising gala is held in May and there are three major donor tables still available. The PD is the one who is usually able to reach out to make personal asks of donors, they have a 25 year history, and if those donors are lost, you might not meet your program's match.

##### Scenario #2

- The Primary Program Contact (PPC) at your organization has qualified for the Olympic Curling team. You're excited and proud of them, but this means that they'll be out from December 1 to March 30. The PPC is responsible for recruiting, selecting and enrolling members as well as setting up training and orientation (and you have 25 new Half-Time members set to start January 20!). The PPC is also responsible for site supervisors, day-to-day member management, performance evaluations, and communicating messages from OneStar to the rest of the team.

##### Scenario #3

- The Primary Fiscal Contact (PFC) at your organization was so inspired by Gold Medalist Shaun White, that they decided to try halfpipe snowboarding. Unfortunately, it's harder than it looks on tv, they fell and broke several things and are currently unavailable to return to work for anywhere from 4 weeks to 4 months. The PFC is responsible for payroll of members and staff, completing financial reports (PERs and AFRs), and day-to-day financial administration of the program.