

**□ The Announcement**

First determine what should be said without damage to the person or the institution. Secondly depending on the constituency involved, the announcement may be handled in differing ways. By priority, first the Board Members should be called by the Chairman, then direct reports; and others may be notified through written notification. Perhaps a press release is needed.

Communication expediency is needed in order to defeat or prevent rumors. If it is not a negative departure, then openness might be appropriate. What is happening about starting the effort to find a successor and if there is to be interim leadership might be suitable information. If it is a negative departure, all communication should be handled with respect and grace.