



<b>Policy Name:</b> Emergency Executive Succession Plan Policy	<b>Policy Number:</b> HR004
<b>Original Date of Approval:</b> December 2019	<b>Policy Type:</b> Board
<b>Last Revision Date:</b>	<b>Review Cycle:</b> 2 years
<b>Date of Last Review:</b>	

### 1.0 Purpose:

This document outlines the emergency executive succession plan for the Organization in the event of an unexpected leave or sudden departure of an executive. This plan identifies the collective management of responsibilities on an interim or short-term basis in order to sustain a healthy functioning organization. The plan acknowledges leadership and succession risk. However, these risks will not jeopardize the organization's reputation, assets or business goals/plans.

The purpose of this plan is:

- To provide the Board of Directors with assurance of a plan to address the short-term unscheduled or unexpected absence of an executive;
- To provide the organization's leadership with adequate information and a strategy to effectively manage the organization in the event an executive is unable to fulfil their duties on an unplanned, short term basis.

### 2.0 Procedures

This plan will be initiated upon passage of a motion by the Board of Directors.

<b>Position</b>	<b>Key Functions</b>	<b>Temporary Strategy</b>
CEO	Leadership	Under the direction of the Board Chair or Governance Committee Chair – can be delegated to an executive of the organization.
	Board/Committee liaison, administration and support	Finance Director and Executive Assistant under the direction of the Board Chair.
	Media relations and communications	Board Chair and Chair of the Communications & External Relations Committee
	Stakeholder interaction	Board Chair and Grants Officer
	Signing Authority	As per approved Signing Authority Policy and as per the Board Chair or Chair of the Governance Committee.
	Operational oversight	As per the Board Chair or Chair of the Governance Committee.
	Governance & HR departmental direction	Chair of the Governance Committee.

Other functions and more detailed information are available in the executive member's job description and/or in the individual executive department's documented process/procedures.

<b>CEO Task</b>	<b>Delegated to</b>	<b>Completed by</b>
Individual employee salary adjustments based on approved budget	Finance Director	Chair of Governance Committee
Recruitment and new hires for approved budget complement	Finance Director	Chair of Governance Committee

Purchases under \$25,000 as outline in the current approved budget	Finance Director	Board
Approval of overtime hours	Finance Director	Chair of Audit and Finance
Approval of outside consulting contracts for staff	Finance Director	Chair of Audit and Finance

Date: Dec 11/19

Chair: 

CEO: 