



Policy Name:	Emergency Executive Succession Plan Policy		
Policy Number:	HR004	Policy Type:	Board
Original Approval:	December 2019	Review Cycle:	5 years
Last Approval:	April 2023	Last Review:	April 2023

1.0 Purpose

This document outlines the emergency executive succession plan for the ESIO in the event of an unexpected leave or sudden departure of the CEO. This plan identifies the collective management of responsibilities in order to sustain a healthy functioning organization. The plan acknowledges leadership and succession risk.

2.0 Procedures

- The Director of Finance & Operations will provide organizational leadership until the Board of Directors appoints interim leadership or an Acting CEO.
- The Board of Directors will appoint Board Director(s) to liaison with leadership.
- The Board of Directors will review operational authorities and approve changes as required.
- Management will assess risks and operations.
