

Subject: Executive Director Succession Planning	Date Approved: March 21, 2018
Approved by: Board of Directors	Date Revised:
Specific to: All Staff, Board of Directors and Volunteers	Next Review Date: September 2020

Purpose

To ensure succession planning for the role of the Executive Director in order to:

- Maintain continuity of leadership for the organization during a temporary vacancy of the Executive Director; and
- Encourage leadership growth and development within the organization.

Policy

The Executive Director is expected to cultivate management talent at the senior ranks of the organization including one or more successors to his/her position through internal succession planning.

1. The Executive Director should identify a member of staff capable of or interested in filling the role of interim Executive Director if a temporary vacancy of the Executive Director position occurs, and provide appropriate development to that person so that he/she is familiar with the issues related to the board and overall corporate issues.
2. The Executive Director will report to the board on the succession plan, including the following:
 - a. Identification to the chair in writing, which member (or members) of staff is recommended to fill the role of interim Executive Director should a vacancy in the Executive Director Position occur.
 - b. The status of management talent within the top ranks of staff including the potential successors to the role of Executive Director.
 - c. Activities undertaken throughout the year to promote leadership development and succession planning, including activities undertaken to keep one or more senior staff informed of overall operational activities.
3. For the purposes of the policy, a temporary vacancy in the position of Executive Director (not including vacation time) is as determined by the board from time to time in consultation with the Executive Director, and may include the period of time in which the Executive Director is on a leave of absence, or has left the position and a competition pursuant to recruitment policy is underway. It is not generally meant to be periodic and/or occasional coverage of the Executive Director duties and responsibilities of the kind that is set out in job responsibilities for senior staff positions.

4. In the event of the need for the appointment of an interim Executive Director, the board shall formally make such an appointment, and shall determine compensation of the appointee to be the greater of:

- i) 15% increase in the appointee's current salary, or
- ii) 90% of the Executive Director current salary, FHT portion only.

Exceptions: a) Whereby the proposed interim ED salary prior to appointment is greater than ii) above, the salary for the interim ED position would not be increased.

b) Any MOH LTC restrictions and/or contractual obligations that contradict this policy, would take precedence.

5. Any communication relative to the appointment shall be sent in the name of and approved by the chair.

6. If the appointment of the interim Executive Director continues past a term of 6 months, compensation of the appointee shall be reassessed by the Board of Directors at that time.