



BOARD POLICY

Subject:	Contingency Management	Date Approved:	November 19, 2008
Approved by:	Board of Directors	Date Revised:	January 20, 2010
Specific to:	All Staff, Board of Directors	Next Review Date:	September 2017

Overview

The Board of Directors of the North Huron Family Health Team (NHFHT) is responsible for ensuring that adequate contingency plans are in place in the event that the Executive Director (ED) of the NHFHT ceases to be employed by the organization or is unavailable for a period greater than 2 weeks.

Purpose

To provide clarity of roles and responsibilities in the event that the ED of the NHFHT ceases to be employed by the organization or is unavailable for a period greater than 2 weeks; and, to ensure the organization's operations will continue with minimal interruptions.

Policy

In the event the ED ceases to be employed or is unavailable for two or more weeks, ED responsibilities will be delegated in the following manner.

- A clinician member of the NHFHT as appointed by the Medical Director and Business Manager, will assume position of interim ED under the stewardship of the Medical Director and Board of Directors.

The interim ED, in consultation with the Business Manager and Board Chair will present a transition plan inclusive of expected duration and alternative arrangements as required, to the Board of Directors within two weeks of assuming the position.

The interim ED will not be a member of the board, but will be required to fulfill duties of secretary of the board and attend all board meetings. Should the interim ED wish to be considered for permanent ED position, they will not be involved in the search process.