

Board Governance Policy

BG II-05

Succession Plan

Policy Type:	Board Directive		
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RATIONALE

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

1. Maintain continuity of leadership for the college during a temporary vacancy in the position of President; and
2. Encourage leadership growth and development within the College.

POLICY

1. The President is expected to develop talent at the senior management level of the College, including potential successors to his or her position, through leadership development and succession planning.
2. The President is to ensure that there is a documented process for the appointment of an interim or successor President as appropriate, where the position is: i) temporarily vacated due to either unplanned circumstance (i.e. health, family leave) or planned circumstance (i.e. extended vacation, personal leave); or ii) permanently vacated due to resignation, termination or retirement. To ensure continuity, the President is expected to provide appropriate development to the interim successor so that they are familiar with the matters related to the Board and overall corporate issues.
3. Annually, the President will report In Camera to the Board Executive Committee on the succession plan. Such a report should include :
 - a. The identification, in writing, of which member (or members) of the executive is being recommended to fill the role of interim President should a vacancy in the presidential position occur.
 - b. The assessment of talent within senior management, including the potential successors to the role of President and the next level of management.
 - c. The activities undertaken throughout the year to promote leadership development and succession planning, including activities undertaken to keep one or more senior managers informed of overall operational activities.
4. For the purposes of the Directive, a temporary vacancy in the position of President is as determined by the Board and is not generally meant to be periodic and/or occasional coverage of the President duties and responsibilities of the kind that is set out in job responsibilities for executive positions.

EXPECTATIONS OF THE CHAIR

1. In the event of the need for the appointment of an interim President, the Executive Committee of the Board shall formally make such an appointment, and shall determine any temporary salary modification. Any communication relative to the appointment shall be sent in the name of, and approved by, the Chair as identified in section 3 of BGI- 04 Responsibilities of the Board Chair.

RELATED MATERIALS

1. BG I-04 Responsibilities of the Board Chair
2. Emergency Succession Plan