

Executive Director contingency and succession plan



Policy #	BRD-12	Date Created	February 2011
Authority	Board	Date of Last Review	April 2021

POLICY

The Board shall maintain a viable and current contingency and succession plan ensuring that operations of the CRCHC can continue in the event of the absence of the Executive Director. The plan shall be reviewed by the Board annually and by the Board Chair prior to any planned absence of the Executive Director for more than 10 working days.

PROCEDURE

1. PLANNED ABSENCE:

If the Executive Director intends to be absent for more than 10 working days, he/she will work with the Board Chair to establish the necessary temporary delegations.

2. UNPLANNED ABSENCE:

The Management team consisting of the Director of Programs and Services, Manager of Administration, Manager of Primary care and Coordinator of Community Programs, with the support of the Board of Directors, will work together to fill the operational functions of the Executive Director as outlined in the chart below. If it is anticipated that the absence will be longer than 3 months, the Board will consider to filling the position on an interim basis.

Chart 1: Temporary Delegations

<u>Executive Director Function</u>	<u>Suggested Delegation</u>
Leadership and Vision	Director of Programs and Services, Board Chair
Board Administration and Support	Director of Programs and Services, Manager of Administration
Financial Management	Treasurer, Manager of Administration
Human Resources	Management Team
Privacy and Information Technology	Manager of Primary Care
LHIN/MOHLTC Liaison	Manager of Administration, Board Chair
Corporate Interests/contracts	Manager of Administration
Community and Public Relations	Board Chair, Director of Programs and Services
Facilities	Community Programs Coordinator
Spokesperson	Board Chair/Director of Programs and Services

COMMUNICATIONS PLAN

Immediately upon transferring responsibilities, the Board Chair will notify staff members, members of the Board of Directors and key volunteers of the delegation of authority followed by communication to the SELHIN and other community partners.