

BOARD

EMERGENCY CEO SUCCESSION

PLAN G34

POLICY

The Board will endeavor to appoint an Interim CEO within one month of the loss of the services of the existing CEO. The Board is committed to a high level of communication to staff throughout the period of the loss of the services of the existing CEO at least until the appointment of an Interim CEO. The Board will formally communicate with staff within 72 hours of the loss of the services of the existing CEO services. The Board will establish a special operations team from among its members to provide oversight, guidance and support during the emergency period and will meet at least once a week, until an Interim CEO is appointed.

Given the importance to clients and staff of continuity of operations of the organization, the CEO will have the following measures in place in the event that an emergency, such as sudden departure, illness, injury or death, makes it impossible for them to effectively provide executive leadership for a period of 5 or more working days.

The measures are as follows:

- The designation and cross-training of one person who can and will serve as “Acting CEO” for a period of at least 10 days or until a CEO has been appointed who is able to take over, or direct the accomplishment of, the critical functions. The board will know the designated person’s name and if this person leaves the organization, the CEO is responsible for finding and training a replacement within 20 working days.
- An up-to-date file whose location is known to and immediately accessible by a designated staff person, containing passwords and other security codes required for the CEO’s computer files. This should include but not limited to e-mail, telephone message systems, and social media accounts. Copies of any keys or codes to desks, cabinets and work-related security storage will also be included in the file.
- A list of critical functions that rely on the CEO including those that could affect student or staff safety, submission of payroll and other government remittances, and other time sensitive and critical tasks on which the organization’s functioning depends. The items on the list shall be in order of importance and shall be reviewed annually with the board.
- A written plan to affect the immediate transfer of signing authority for financial operations where the CEO’s signature is required.

A 3-month calendar of CEO appointments, funding deadlines and other current work related plans shall be maintained and accessible.