



TITLE:	Succession Planning for the President & CEO and Chief of Staff		
Manual/Policy#:	Board of Directors # II-1	Division:	AGH/ FVM/ LCPS
Original Issue:	April 2012	Issued by:	Board Chair and Board Secretary
Previous Date Reviewed:	November 2019	Approved by:	Board of Directors
Last Date Reviewed:	September 2020	Cross Reference(s):	

1. **POLICY**

The departure of the President & Chief Executive Officer (CEO) and/or Chief of Staff (COS) represents a significant business risk to the organization. As part of its responsibility of ensuring excellent management, the Board is responsible for ensuring that provision is made for succession planning for its two employees.

2. **SCOPE**

This policy documents the Board's process for succession should either the CEO or COS positions become vacant, for any reason, or in the event that either or both of the incumbents require an extended leave of absence.

3. **GUIDING PRINCIPLES**

N/A

4. **DEFINITIONS**

N/A

5. **PROCEDURES**

To the extent possible in a small hospital, the CEO and COS are expected to cultivate potential successors through internal succession planning and to report on this annually during the evaluation process.

5.1 **Planned absence**

It is expected that there will be times when the CEO and COS will be unavailable for short periods due to vacation or other planned absences. In advance of departure, the CEO and/or COS will:

- Identify a qualified individual to provide coverage as the Acting CEO/Acting COS
- Brief the individual regarding ongoing or emerging issues

- Communicate the name, coverage timeframe and duties to the Leadership Team and to the Board of Directors

5.2 Unplanned or sudden absence indefinitely or for an uncertain period of time

The CEO will designate to the Board Chair, in writing annually in June, which member of the Hospital's Senior Management Team is recommended to fill the role of interim CEO in the event of sudden or unexpected loss of the CEO. The CEO will update such designation from time to time should circumstances warrant.

The appointment of an interim CEO will be subject to approval by the Board and in accordance with the terms of the CEO Purchase of Service Agreement with Carleton Place & District Memorial Hospital. The Board may choose to appoint an interim CEO from outside the organization if circumstances are such that an external appointment will best serve the needs of AGH. The interim CEO will exercise all authority resting in the CEO position subject only to such reporting and monitoring requirements as the Board may wish to adjust for the duration of the interim appointment.

The COS will identify to the Board Chair and CEO, in writing annually in June, which member of the Medical Advisory Committee is recommended to fill the role of interim COS in the event of sudden or unexpected loss of the COS. The COS will update such designation from time to time should circumstances warrant. The appointment of an interim COS will be subject to approval by the Board. The Board may choose to appoint an interim COS from outside the organization if circumstances are such that an external appointment will best serve the needs of AGH. The interim COS will exercise all authority resting in the COS position subject only to such reporting and monitoring requirements as the Board may wish to adjust for the duration of the interim appointment.

The Board Chair provides confirmation to Board Members annually in June that the designations for interim appointments have been made. Barring exceptional circumstances, the identity of the designates will be kept in confidence by the Board Chair.

5.3 Long-term appointment

For a CEO search, the Board will establish a search committee jointly with CPDMH in accordance with the terms of the CEO Purchase of Service Agreement. A search firm or consultant may be retained to assist the search committee in its work. The preferred candidate will be recommended to the Boards of AGH and CPDMH for approval.

For a COS search, the Executive Committee of the Board, excluding the incumbent COS, will act as the search committee. The search committee will be chaired by the Board Chair or his/her designate and will make a recommendation of a preferred candidate to the Board for approval.

In the event that a new CEO or COS has not been appointed prior to the departure of the incumbent, the Board will make an interim appointment in accordance with the immediately preceding section of this policy.

6. REFERENCES

N/A

7. APPENDICES

N/A

Evaluation:

This policy will be reviewed annually.

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