



Policy Title:
Emergency Succession
Plan of the ED

Code Number

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The Board of Directors

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Policy:

The Board of Directors of the Thames Valley Family Health Team (TVFHT) will ensure that a comprehensive emergency succession plan for the Executive Director is in place to order to guarantee continuous coverage of the executive duties critical to the ongoing operations of TVFHT.

Procedure (Succession Plan):

1. Priority Functions at TVFHT

The following are the key functions of the Executive Director to be covered by an Acting Director:

- a) Serve as the organization's principal leader, representative, and spokesperson to the greater community
- b) Support the Board of Directors
- c) Convene and lead the Management Team
- d) Participate in recruitment, interview, selection and evaluation process for directly supervised staff and other key executive level positions

2. Succession plan in event of a temporary, unplanned absence

- a. Who may appoint the Acting Executive Director
 - The Board of Directors authorizes the Executive Committee to implement the terms of this emergency plan in the event of the unplanned absence of the Executive Director.
 - As soon as feasible, the Executive Committee will meet with the Medical Director, Senior Director, and Executive Assistant to develop a mitigation plan.
 - Under usual circumstances, if an Acting Executive Director is required, the Senior Director would assume this position.
- b. Authority and restrictions of the appointee
 - The person appointed as Acting Executive Director shall have the full authority for decision making and independent action as the regular Executive Director with two exceptions: changes to the management structure and personnel, and changes to the organization's strategic plan and organizational performance management plan require board approval.
- c. Executive Committee responsible for oversight and support to the Acting Executive Director
 - As with an Executive Director, the Executive Committee of the Board will have responsibility for monitoring the work of the Acting Executive Director. The Executive Committee will also be alert to the special support needs of the executive in this temporary leadership role.
- d. Communications plan
 - As soon as possible after the Acting Executive Director has begun covering an unplanned absence, Board members and the Acting Executive Director shall communicate the temporary leadership structure to pertinent stakeholders.