



Chapter:	Governance	Date Approved:	November 2013
Section:	Governance		
Subject:	Emergency Succession Plan of the Executive Director		

Policy	<p>The Board of Directors of the New Vision Family Health Team (NVFHT) 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 NVFHT.</p>
Procedure (Succession Plan)	<p>1. Priority Functions at NVFHT</p> <p>The following are the key functions of the Executive Director to be covered by an Acting Director:</p> <ol style="list-style-type: none"> a) Oversee general operations of FHT b) Support the Board of Directors c) Participate in recruitment, interview, selection and evaluation process for directly supervised staff and other key executive level positions <p>2. Succession plan in event of a temporary, unplanned absence:</p> <ol style="list-style-type: none"> a. Who may appoint the Acting Executive Director: <ul style="list-style-type: none"> • The Board of Directors authorizes the Human Resources/Finance 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 Human Resources/Finance Committee will meet with the Board to develop a mitigation plan. • Under usual circumstances, if an Acting Executive Director is required, the Lead Physician would assume this position. b. Authority and restrictions of the appointee: <ul style="list-style-type: none"> • The person appointed as Acting Executive Director shall have the full authority for decision-making and independent action as the regular Executive Director.

c. The Human Resources/Finance Committee is responsible for oversight and support to the Acting Executive Director:

- As with an Executive Director, the Human Resources/Finance Committee will have responsibility for monitoring the work of the Acting Executive Director.

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.