

Ingersoll Support Services Inc.

Policy: Succession

Policy # B 8

Section: Board Governance

Approved by the Board of Directors: *March 19 2009*

Procedure Revision: *May 2012*

Ministry requirement - yes

Reviewed and Effective: *September 15 2017*

The Board of Directors is responsible for the effective and continuous operation of ISSI through supervision of the Executive Director. As such, it is the duty of the Board to maintain continuity of operations through any transition period where the position of Executive Director is vacant, and to provide a plan for the succession of a new Executive Director.

Procedure:

1. Upon notification of the resignation or termination of employment of the Executive Director the President of the Board will call a special meeting of the Board for the purpose of striking a Transition committee, and to deal with any other matters that may be related to the transition. The Board may notify stakeholders at this time of the resignation or termination of the Executive Director and the beginning of the recruitment process. The Transition Committee shall be composed of the President and two other Directors and will report to the Board on its activities. The Board if necessary may also designate the Acting Executive Director, who is normally from existing management.
2. The Acting Executive Director will assume all the duties of the Executive Director at a time specified by the Board and will report to the Board in likewise manner.
3. The Transition Committee will determine the methods of recruitment of a new Executive Director, consistent with the job description of the Executive Director, ISSI policies and strategic direction. The Transition Committee will determine qualifications and salary of the position, with professional assistance if desired.
4. Following the interview process, the Board in closed session shall determine the successful candidate by vote, and will direct the President to write an offer letter to the successful candidate stating start date, salary and benefits.

5. The Transition Committee then will complete its work as expeditiously as possible, and will designate a time frame for the selection process, subject to Board approval.

6. The Transition Committee will work closely with the outgoing Executive Director, where possible, to ensure a smooth transfer, addressing concerns and priorities for the new Executive Director and will conduct an exit interview with the outgoing Executive Director. The outgoing Executive Director or Acting Executive Director shall develop a package of Agency priorities – a “to do list” for the new Executive Director.

7. The Transition Committee will develop an orientation plan for the new Executive Director. This will include, but is not limited to: a letter of welcome, a meeting between the Board and the new Executive Director, staff meetings, Board orientation package and related documents, a letter to stakeholders and press releases announcing the appointment, a review of Agency policies and procedures, training (if needed), and review of Agency priorities.