

PATHWAYS ABILITIES SOCIETY

PROCEDURE: SUCCESSION PLANNING

Applies to: Board of Directors, Executive Director, Managers and Supervisors

Effective/Revision Date:

September 17, 2007

December 10, 2007

October 14, 2009

October 21, 2010

September 12, 2011

December 21, 2012

Board Presidency Change

1. The outgoing president provides the incoming president with:

- An overview of the society operations.
- An overview of current society and board projects.
- Keys and codes for the society, the executive director's office, desk and file cabinets.

Executive Director

Planned Departure

1. The executive director is required to provide a minimum of 30 days written notice to the board president when resigning. They provide a draft advertisement for the position and a copy of the executive director's most current job description and evaluation.

2. The board president establishes a recruitment committee and determines the level of the executive director's involvement.

3. The executive director provides the board president with a departure plan.

4. The executive director in consultation with the president designates a member of the management team to act as the board liaison.

5. Prior to leaving, the executive director provides the president with:

- A written overview of the status of all projects and agency operations.
- Keys, credit cards and codes.

Unexpected Departure Temporary or Permanent.

1. The board president appoints an existing management employee to the position of acting executive director.

2. The board president ensures all society property is returned and the necessary arrangements are made to protect society operations.

3. The board president establishes a recruitment committee.

4. The committee determines the process to be undertaken to recruit a permanent or temporary replacement.

Manager or Supervisor

Planned or Unexpected Departure

1. A manager or supervisor is required to provide a minimum of 21 days written notice to the executive director when resigning.
2. The executive director determines the process for recruiting a replacement and notifies the board of directors.
3. The supervisor or manager provides the executive director with a departure plan.
4. The executive director ensures the necessary arrangements are made to protect society operations.
5. Prior to leaving, the supervisor or manager provides the executive director with:
 - A written overview of the status of all projects.
 - Updates the applicable service area orientations.
 - Keys, credit cards and codes.