PATHWAYS ABILITIES SOCIETY

POLICY: SUCCESSION PLANNING
Applies to: Board of Directors and All Personnel

Original Approval Date: September 17, 2007
Date Board Approved: January 19, 2026
Replaces Policy Dated: December 2, 2024

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Board Member's Signature

POLICY

Pathways Abilities Society's Board of Directors is committed to ensuring continuous, solid organizational leadership. The board meets minimally eight times per year. The executive director, in addition to providing monthly reports, corresponds with the board via email, apprising them of society activities. They consult with the President and Secretary Treasurer regularly ensuring they are aware of society operations. The board President has keys for the society, the executive director's office, desk and file cabinets. They have the necessary codes to access all society information.

Pathways Abilities Society provides board members with access to a comprehensive Board Handbook online that is updated as changes to documents occur. The Board Handbook includes the Pathways Abilities Society Constitution and Bylaws.

The Constitution and Bylaws outline director and society's operations and how board members govern and are governed.

When a director resigns or opts not to run for another term, they are responsible for recruiting and proposing a potential replacement**.** However, all board members are responsible for recruiting and mentoring potential new directors to fill vacancies. Directors collectively assess annually their replacement requirements prior to the Annual General Meeting. The board composition strives to represent the diversity of the community. Directors are sought based on their skills, experience and expertise in the community living sector, finance, fundraising, community relations, law, marketing, public relations, human resources, strategic planning, risk management, resources planning, project planning and must be committed to creating inclusive, welcoming communities. The nominating committee screens prospective members and presents nominations to the membership at the Annual General Meeting.

Pathways Abilities Society has a comprehensive policies and procedures which are updated regularly. All polices and procedures are available on Pathways' website, through ShareVision, and a memory stick with the policies and procedures is available at all service sites. The board of director's approves all new and revised policies unless otherwise specified by a board motion.

Performance evaluations and job description reviews occur annually. The board President coordinates the executive director's evaluation and provides regular performance feedback.

The management team is made up of the executive director and management personnel which includes the Nurse (LPN) position. The team operates collectively and each is able to direct the day-to-day operations of the society.

The leadership team is made up of the executive director, management personnel and bargaining unit supervisors. The team has a general working knowledge of all society services.

The management and leadership teams are responsible for mentoring staff to assume leadership roles. The team ensures through training, coaching and orientations that the skills and knowledge identified in management and supervisor's job descriptions are developed to ensure that the organization is able to function to full capacity in the event of a leadership change.

Employees interested in further career development and/or leadership positions contact the People and Culture Manager or designate to discuss their goals, aspirations and qualifications.

The executive director or designate develops:
- A leadership Succession Plan and updates it annually in the month of January.
- A board of directors Succession Plan for the board's consideration annually in the month of May.
- Succession Plan Action Plans. They update the leadership action plan with actions taken minimally three times per year. They update the board of director's action plan with actions taken minimally two times per year.

All administration information is stored on the Pathways Abilities Society server in the directories listed below. Varying levels of access have been granted to staff depending on their role:

Directory	**Who has Access**
Accounting	Finance Manager, Bookkeeper/Administration Assistant, Executive Director, People and Culture Manager
Executive Director	Executive Director
Associate Executive Director	Executive Director
Management	Executive Director, Management Personnel
Supervisors	Executive Director, Management Personnel, Supervisors
Community Placement Developer (CPD)	Executive Director, Management Personnel, Supervisors, Community Placement Developer (CPD), Bookkeeper/Administration Assistant,
Senior Support Workers	Executive Director, Management Personnel, Supervisors and Senior Support Workers

Activity Service	Executive Director, Management Personnel, Supervisors, CPD, Bookkeeper/ Administration Assistant, Activity Service Staff
Integrated Career Opportunities (ICO)	Executive Director, Management Personnel, Supervisors, CPD, Bookkeeper/ Administration Assistant, ICO Staff
Social Ventures	Executive Director, Management Personnel, Supervisors, Bookkeeper/ Administration Assistant, Social Ventures Staff
Public Files	All employees

The Accounting directory contains all society financial information. The Executive Director directory contains the executive director's correspondence and data, which due to content may not be privy to other staff. The Management directory contains all management information, data and manager's files. The Supervisor's directory contains the supervisor's files and data. The CPD directory contains the CPD's files and data. The Senior Support Worker's directory contains the senior support workers files and documents. The ICO, Social Ventures and Activity Service directories contain files relevant to their specific area. Public Files contain general society information which is not of a confidential nature.

The executive director is required to provide the board president with a minimum of 30 days written notice when resigning from their position. Ideally, they will provide as much notice as possible in order to enable the board of directors to implement a comprehensive recruitment plan.

Managers and supervisors are required to provide 21 days written notice when resigning from their position. Ideally, they provide as much notice as possible in order to ensure there is an adequate recruitment, transition and orientation period.

The Succession Planning procedure outlines how to manage an expected or an unexpected vacancy of the executive director's position.

The Board of Directors reviews and updates the policy annually at the first general meeting of the board of directors after the society's Annual General Meeting.