



Northlands College Policy President & CEO Absence and Succession

POLICY STATEMENT

In order to avoid potential disruption in college operations, President & CEO succession will be handled in a timely and systematic fashion.

GUIDELINES

The President & CEO is responsible for ensuring that a senior executive is capable of fulfilling the responsibility of the President & CEO position in the event of unexpected absences. The designate will be compensated according to the pay grid that he/she will be replacing.

PROCEDURES

In the case of planned absences in excess of one week, (vacation, sick leave, or work-related absences) the President & CEO will appoint a VP as signing authority.

In the case of unexpected absences in excess of one week, the board authorizes the President & CEO to delegate the President & CEO duties and responsibilities to a VP. In the absence of a VP the Board of Directors Chairperson will appoint the duties and responsibilities of the President & CEO to an external Consultant who has experience as a CEO or Executive Director.

In the event of the President & CEO vacates the position permanently the Board of Directors will:

- If necessary, appoint an interim President & CEO within five (5) business days. The appointee will either be a Northlands College VP or an external Consultant who has experience as a CEO or Executive Director.
- Establish a time frame and identify the recruitment and selection process which may include contracting the services of an executive search firm.

Policy Originated: January 1989	Approved by: Board of Directors
Last Approved: December 18, 2020	Signature: 