



Northlands College Policy Vice-President Absence and Succession

POLICY STATEMENT

In order to avoid potential disruption in college operations, Vice-Presidents succession will be handled in a timely and systematic fashion.

GUIDELINES

Vice-Presidents are responsible for designating another Vice-President, or where appropriate the President & CEO, as a temporary replacement.

PROCEDURES

1. When Vice-Presidents are out of the office (e.g. travel, attending meetings, etc.) they are responsible for keeping their offices informed of where they are and how they can be reached.
2. When a Vice-President plans to be absent for more than five (5) consecutive days, she/he will designate a signing authority.
3. In exceptional circumstances, where no designate is appointed, the President & CEO will determine who is responsible for the office of an absent Vice-President.

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