



Policy Section 3: BOARD – EXECUTIVE DIRECTOR – EMPLOYEE RELATIONS

Policy: Executive Director Succession Plan

Policy # 3.3

Approval: May 2007

1. Purpose: To provide direction to The Flower Cart Group Board of Directors in the matter of Executive Director (ED) succession.

2. Definitions:

3. Detailed Policy Statement:

3.1 Many different circumstances may affect the ongoing work of the ED (illness, leave of absence, resignation etc). The Board will ensure that provisions are in place to allow the ED's responsibilities to be carried out uninterrupted regardless of the reasons for the incumbent's absence.

3.2 This policy serves as a risk management tool for The Flower Cart Group and its Board of Directors.

4. Implementation:

4.1 The responsibilities of the ED will be absorbed by other members of The Flower Cart Group staff when he/she is absent for a period of two weeks or less (e.g. planned vacation, illness, business travel, etc). In the ED's absence, decision making and ED signing authority will be delegated to the next senior staff member.

4.2 When the ED is absent for a period of more than two weeks, but with a forecast return date, the Board will appoint an Acting ED until the incumbent returns (e.g. illness, leave of absence, etc).

4.3 If the ED is absent indefinitely, (e.g. prolonged illness, suspension, leave of absence, etc), an Acting ED will be appointed until the incumbent returns or a permanent replacement is found and takes up his/her duties.

- 4.4 If the ED is absent on parental leave for an extended period of time (several months), the Board may consider a temporary hire to cover the ED’s duties during that period. Otherwise, an Acting ED will be appointed from the full-time staff.
- 4.5 In the event that the ED resigns, the Board will appoint an Acting ED from the date of the incumbent’s departure until a replacement is found and takes up his/her duties.
- 4.6 The Board may offer the Acting ED a pro-rated pay increment to bring his/her level of compensation up to but not exceed the current level of the ED’s salary. The increase will be effective the first day of the acting appointment and ends the day the acting appointment is terminated.
- 4.7 The Board will consider requests from the Acting ED for staff augmentation while the appointment of an Acting ED is in effect.
- 4.8 When the Board becomes aware of the need to hire a new ED, a Hiring Committee will be established and the provisions of the accompanying Executive Director Hiring Procedure will be acted upon.

5. Applicability: Board of Directors and Executive Director

6. Policy Authority: Board of Directors

7. Associated Policies, Procedures and Documents:

Executive Director Job Description
 Hiring Committee Terms of Reference
 Flower Cart Group Risk Management Plan

8. Record of Amendments:

| <u>Revision #</u> | <u>Summary of Revision</u> | <u>Date Approved</u> |
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| 1. | | September 2011 |
| 2. | Updated and Reformatted | April 2017 |