



**Policy Section 3: BOARD – EXECUTIVE DIRECTOR – EMPLOYEE RELATIONS**

**Policy #: 3.3**

**Policy: Executive Director Succession Plan**

**Revision: Rev 3**

**Approval: July 07, 2021**

**1. Purpose:**

- 1.1 To provide direction to The Flower Cart Board of Directors in the matter of Executive Director succession.

**2. Definitions:**

**3. Detailed Policy Statement:**

- 3.1 Many different circumstances may affect the ongoing work of the Executive Director (illness, leave of absence, resignation etc). The Board will ensure that provisions are in place to allow the Executive Director'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 and its Board of Directors.

**4. Implementation:**

- 4.1 The responsibilities of the Executive Director will be absorbed by other members of The Flower Cart staff when they are absent for a period of two weeks or less (e.g., planned vacation, illness, business travel, etc). In the Executive Director's absence, decision making, and Executive Director's signing authority will be delegated to the next senior staff member.
- 4.2 When the Executive Director is absent for a period of more than two weeks, but with a forecast return date, the Board will appoint an Acting Executive Director until the incumbent returns (e.g., illness, leave of absence, etc).
- 4.3 If the Executive Director is absent indefinitely, (e.g., prolonged illness, suspension, leave of absence, etc), an Acting Executive Director will be appointed until the incumbent returns or a permanent replacement is found and takes up their duties.

- 4.4 If the Executive Director is absent on parental leave for an extended period of time (several months), the Board may consider a temporary hire to cover the Executive Director's duties during that period. Otherwise, an Acting Executive Director will be appointed from the full-time staff.
- 4.5 In the event that the Executive Director resigns, the Board will appoint an Acting Executive Director from the date of the incumbent's departure until a replacement is found and takes up their duties.
- 4.6 The Board may offer the Acting Executive Director a pro-rated pay increment to bring their level of compensation up to but not exceed the current level of the Executive Director'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 Executive Director for staff augmentation while the appointment of an Acting Executive Director is in effect.
- 4.8 When the Board becomes aware of the need to hire a new Executive Director, a Hiring Committee will be established, and the provisions of Policy 3.3.1 – Procedure for Hiring the Executive Director will be acted upon.

**5. Applicability:**

- 5.1 Board of Directors and
- 5.2 Executive Director

**6. Policy Authority:**

- 6.1 Board of Directors

**7. Related Policies, Procedures and Documents:**

- 7.1 Policy – 1.6 Risk Management Policy
- 7.2 Policy 3.3.1 – Procedure for Hiring the Executive Director
- 7.3 Executive Director Job Description
- 7.4 The Flower Cart Risk Management Plan

**8. Record of Amendments:**

Revision #	Summary of Revision	Date Approved
Rev 0	Original Issue	May 2007

Rev 1	Revised	September 27, 2011
Rev 2	Reformatted and Updated	April 25, 2017
Rev 3	Reviewed and Updated	July 07, 2021