



**Policy Section 3: BOARD – CHIEF EXECUTIVE OFFICER – EMPLOYEE RELATIONS**

**Policy #: 3.3**

**Policy: Chief Executive Officer Succession Plan**

**Revision: Rev 4**

**Approval: August 10, 2022**

**1. Purpose:**

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

**2. Definitions:**

**3. Detailed Policy Statement:**

- 3.1 Many different circumstances may affect the ongoing work of the Chief Executive Officer (illness, leave of absence, resignation etc). The Board will ensure that provisions are in place to allow the Chief Executive Officer'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 Chief Executive Officer 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 Chief Executive Officer's absence, decision making, and Chief Executive Officer's signing authority will be delegated to the next senior staff member.
- 4.2 When the Chief Executive Officer is absent for a period of more than two weeks, but with a forecast return date, the Board will appoint an Acting Chief Executive Officer until the incumbent returns (e.g., illness, leave of absence, etc).
- 4.3 If the Chief Executive Officer is absent indefinitely, (e.g., prolonged illness, suspension, leave of absence, etc), an Acting Chief Executive Officer will be

appointed until the incumbent returns or a permanent replacement is found and takes up their duties.

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

## **5. Applicability:**

- 5.1 Board of Directors and
- 5.2 Chief Executive Officer

## **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 Chief Executive Officer
- 7.3 Chief Executive Officer Job Description
- 7.4 The Flower Cart Risk Management Plan

## **8. Record of Amendments:**

<b>Revision #</b>	<b>Summary of Revision</b>	<b>Date Approved</b>
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
Rev 4	Changed Executive Director to Chief Executive Officer	August 10, 2022