

# BOARD POLICY

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<b>POLICY TYPE:</b>	Executive Limitations
<b>POLICY TITLE:</b>	Emergency Executive Succession
<b>EFFECTIVE DATE:</b>	February 2018
<b>RENEWAL DATE:</b>	February 2021

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## 1. Background

- 1.1. Given the importance of continuity of operations to students and the employees of the College, the Board of Governors shall be responsible for ensuring that the College has appropriate, accountable leadership in the event of an extended absence, whether planned or unplanned, of the President.
- 1.2. This policy aligns with requirements of Minister's Binding Policy Directive on Board-President Relations, which gives the Board of Governors the responsibility to hire, retain and, if appropriate, dismiss the college president.

## 2. Policy statements

### President's role in succession planning

- 2.1. To assist the Board of Governors in the execution of their duties, the President will ensure at least two (2) senior members of the Durham College Leadership Team are familiar with Board and presidential issues and processes, and capable as functioning effectively as Acting President on an interim basis until the President can resume his/her duties, or a new president is appointed.

### Permanent loss of service

- 2.2. The Board of Governors shall appoint an Acting President within five (5) business days of the permanent loss of service of the existing President.
- 2.3. If it becomes necessary for the Board of Governors to appoint an Acting President, the Board is not limited to the candidates identified by the President.
- 2.4. The Board of Governors will formally communicate with employees within 48 hours of the permanent loss of service of the existing President apprising them of the situation and the intended course of action.

- 2.5. If an emergent succession situation arises, the Executive Committee shall convene within ten (10) business days to recommend to the Board of Governors the composition of a Presidential Search Committee, to conduct a search and recommend the appointment of a President.

#### Temporary loss of service

- 2.6. When the President has a planned absence due to vacation or another approved leave defined by the Employment Standards Act, an Acting President will be appointed as deemed appropriate by the Office of the President. The Board Chair and Vice-Chair will be apprised of the appointment by email.
- 2.7. If the President has a planned absence in excess of 30 business days, the President will make a recommendation to the Board of Governors concerning who should act for the President.

### **3. Monitoring**

- 3.1. The President will report on the College's succession plan on an annual basis in February of each year.
- 3.2. The Governance Review Committee will monitor this policy as part of its review process to ensure that this approach is consistent with applicable legislation, Board objectives and good governance practices.

### **4. Related legislation, Minister's Binding Policy Directives and other documents**

- Durham College By-law No. 1
- Ministry's Binding Policy Directive – Board-President Relations