



Executive Leader Succession Planning

Please note: The policy description, purpose and definition are harmonized across the Huron Perth & Area Ontario Health Team Accreditation Collaborative.

Policy

The Board shall have in place a plan for executive leader succession.

Purpose

To ensure organizational effectiveness and stability, organizations must have a succession plan for the executive leader. This succession plan ensures continuity in the leadership, management, and oversight in the event of a planned, unplanned, or temporary absence of the Executive Leader.

Scope

The Executive Leader Succession Plan encompasses the event of an unexpected, temporary vacancy, or planned vacancy. The executive leadership and board should engage in succession planning annually, at a minimum.

The Executive Leader succession planning process should ensure continuity of leadership for the organization during a temporary vacancy or during recruitment of a new Executive Leader. It should encourage leadership growth and development within the organization. The Succession Plan offers the opportunity to evaluate the key responsibilities of the Executive Leader and should plan for interim fulfillment of those responsibilities, as well as informing a recruitment strategy.

Definitions

Executive Leader: Most senior role in the organization, for example, Chief Executive Officer or Executive Director, whose responsibility it is to operationalize the strategic plan put in place by the Board of Directors.

Temporary Vacancy: For the purposes of the policy, a temporary vacancy in the position of Executive Leader (not including vacation time) may include the period of time during which the Executive Leader is on a leave of absence or has left the position and a search for a replacement pursuant to recruitment policy is underway.

HPA-OHT Accreditation organizations will include an organization-specific addendum to the harmonized policy to address their respective processes.