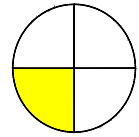


Board of Directors Policy



Policy Type: Board – Executive Director Relationship

Policy #: BEDR9

Policy Name: Executive Director Absence and Succession Planning

Page #: 1 of 1

Creation Date: May 14, 2012

Effective Date: January 24, 2014

Monitoring: May

The Board of Directors will ensure the continuity of operations through planning for anticipated short-term, long-term or permanent leave of absence of the Executive Director.

In this spirit, the Board will:

1. Upon its discretion, define short-term, long-term, or permanent leave of absence depending upon specific circumstances at the time of the leave.
2. Delegate authority to the Executive Director to develop the plan to cover short-term, planned absences in addition to emergency succession planning. The Board may formally extend the short-term arrangement as deemed necessary or appropriate.
3. In situations that require a long-term, temporary replacement of the Executive Director or permanent replacement of the Executive Director, ensure a recruitment process is in place that is transparent and objective.
 - 3.1. The recruitment process shall be directed by the Board of Directors who is solely responsible for hiring the Executive Director.
 - 3.2. The Board will develop a recruitment strategy based upon assessment of its capacity to hire that may include expertise in Human Relations, Employment Standards and Employment Law. The strategy may include the use of outside resources or consultants.
 - 3.3. The replacement of the Executive Director will take into consideration current community trends and needs for service, opportunities for restructuring or taking advantage of strategic alliances, legal responsibilities and other information that impacts the accomplishment of the Ends of TBC.
4. Develop and implement a communication plan for the staff, community, and other stakeholders.
5. No less than annually review the short-term, long-term and permanent leave of absence plans to ensure they reflect current practice and viable options.