


North Bay Regional Health Centre  Centre régional de santé de North Bay	Policy/Procedure								
Title President & CEO Succession Planning	Policy Number ADM-BO-019								
Developer Governance Committee	<table border="1" style="width: 100%;"> <tr> <td style="text-align: center;">Category</td> <td>Board</td> </tr> <tr> <td style="text-align: center;">Issue Date</td> <td>November 2014</td> </tr> <tr> <td style="text-align: center;">Revision Date</td> <td>May 5, 2021</td> </tr> <tr> <td style="text-align: center;">Next Review Date</td> <td>May 2024</td> </tr> </table>	Category	Board	Issue Date	November 2014	Revision Date	May 5, 2021	Next Review Date	May 2024
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1.0 Scope of Policy/Procedure

In order to ensure that provision is made for continuity of leadership for the hospital, the Board will have a documented process in place for succession should the President & Chief Executive Officer (CEO) position become vacant due to sudden loss, resignation, retirement or termination. Should the President and CEO require an extended leave of absence due to personal, health or other reasons, the succession plan should also specify the process for appointing an interim President & CEO.

2.0 Policy Statement

The Board will have the President & CEO succession plan to ensure the stability of operations.

3.0 Definitions

Term	Definition
President & CEO Search Committee	An ad hoc Committee representative of the Board and struck by the full Board, as required.

4.0 Procedure/Process

4.1 Sudden Vacancy (e.g. death, resignation, termination, extended leave)

- Annually, at the time of the President & CEO evaluation, the President & CEO should identify to the Executive Committee which member of Senior Leadership is recommended to fill the role of interim President & CEO, if a

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sudden loss of the President & CEO occurs. In addition, the Board shall also have a “succession discussion” once a year. The appointment of an interim President & CEO is the responsibility of the Board, although, the President & CEO should provide recommendations.

- When a sudden vacancy occurs:
 - The Board, with the assistance of the President & CEO, should consider identifying an immediate successor.
 - When the vacancy occurs, the Board Chair will meet with the identified prospect and determine their willingness to assume the position.
 - The Executive Committee will support the Board Chair in making the necessary arrangements.
 - Caution should be exercised in appointing the President & CEO long before they actually take on the role, as the hospital's leadership needs may change.
 - The Board should not hesitate to call in external candidates and/or the assistance of a search firm for interim support, if it is not convinced the internal candidate is the best person for the job.

4.2 Planned Vacancy (e.g. retirement)

- The Board should establish a President & CEO Search Committee chaired by the Board Chair or a delegate appointed by the Chair.
- The search committee may, at its discretion and with Board approval, select a search firm to assist with the process.
- The Board shall determine what the critical issues will be for the hospital to be successful in the future and identify the skills and experiences required.
- The search committee should interview a short list of candidates and recommend to the Board their candidate of choice.
- In the event the new President & CEO has not been appointed prior to the departure of the incumbent President & CEO, the Board should appoint an interim President & CEO in accordance with Section 4.1 above.

4.3 President & CEO Support for Vice Presidents

- The President & CEO will support the Vice Presidents in professional development as part of their annual review process.
- Vice Presidents will carefully consider Director level personnel, and ensure they have annual development plans.

5.0 References

Paper: American College of Healthcare Executives (January 2006). CEO Circle White Paper Stakeholder Review

6.0 Stakeholder Review

Committee Stakeholders	Month/Year Reviewed
Governance Committee	January 2021
Board of Directors	February 2021

7.0 Approval

Signing Authority Signature	Date Signed
Board Chair	May 4, 2021

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