

MICs GROUP OF HEALTH SERVICES... MICs Board of Directors 	TOPIC: CEO Succession Planning	NUMBER: GOV-021
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SUCCESSION PLANNING FOR MICs CHIEF EXECUTIVE OFFICER

Introduction

To ensure continuity of leadership of the MICs Group of Health Services, it is important that there be a succession plan in place should the Chief Executive Officer (CEO) position become temporarily vacant or vacant due to sudden loss, resignation, retirement or termination. Succession planning also encourages leadership growth and development within the organization.

Policy

The board ensures succession planning is in place for the CEO and senior management. The board also exercises oversight of the CEO's supervision of senior management as part of the CEO's annual review.

Temporary Vacancy

At the beginning of each fiscal year, the CEO will identify, in writing, to the Board of Directors which member of the senior management team is capable of filling the role of CEO on an interim basis when there is a temporary vacancy of the CEO's services. For the purposes of the policy, a temporary vacancy in the position of CEO is as determined by the board from time to time in consultation with the CEO and may include the period of time in which the CEO is on a leave of absence, an extended vacation or has left the position and a competition pursuant to recruitment policy is underway. It is not generally meant to be periodic and/or occasional coverage of the Chief Executive Officer's duties and responsibilities of the kind that is set out in job responsibilities for senior staff positions.

Sudden Vacancy

At the beginning of each fiscal year, the CEO will identify, in writing, to the Board of Directors which member of the senior management team is capable of filling the role of CEO on an interim basis should there be a sudden loss of the CEO's services. The appointment of the interim CEO will be subject to the approval of the Board of Directors. Adjustment to the interim CEO's salary will be negotiated with the Board Chairs based on the scope of additional responsibilities.

Planned Vacancy

In the event of a planned vacancy such as retirement, a CEO Search Committee will be struck and membership will include:

- Chairs of each Board
- MICs Chief of Staff
- A minimum of 3 elected members of the Board of Directors
- A member of the senior management team and
- Other healthcare leaders as deemed appropriate

The CEO Search Committee may, at its discretion, select a search firm to assist with the process. The Committee will interview a short list of candidates and bring forward to the Board of Directors its recommendation.

Reporting on Succession Planning

The Chief Executive Officer will report to the board on the succession plan annually, including the following:

- a. Identification to the chairs in writing at the beginning of each fiscal year which member (or members) of senior management is recommended to fill the role of interim Chief Executive Officer should a vacancy in the Chief Executive Officer position occur.
- b. The status of management talent within the top ranks of senior management including the potential successors to the role of Chief Executive Officer and the next level of management.
- c. Activities undertaken throughout the year to promote leadership development and succession planning including activities undertaken to keep one or more senior managers informed of overall operational activities.