

BOARD PROCEDURE: Presidential Continuity and Succession

REFERENCE NUMBER:	BP-014
APPROVAL DATE:	<i>Original:</i> January 23, 2012
REVISION DATE(S):	June 28, 2017
EFFECTIVE DATE:	Current
SCHEDULED REVIEW DATE:	As necessary

1. PURPOSE

- 1.1 The Board of Governors is responsible for ensuring that the College has effective leadership and continuity in the event of an absence, whether planned or unplanned, of the President, Sir Sandford Fleming College.

2. PROCESS

2.1 Acting President

The President will ensure that at least two other members of the senior team are capable of functioning effectively as Acting President on a short-term basis. The President is responsible for appointing the Acting President who will assume those responsibilities while carrying out his/her normal duties. The role of Acting President normally carries with it no changes in job description or compensation.

2.2 Interim President

In the event of circumstances that require an Interim President with no other duties, the President and/or the Vice-President responsible for Human Resources will make a recommendation to the Board concerning who should act in the interim role. The Board has responsibility for appointment of the Interim President. The Board Chair will negotiate a contract with the Interim President for the anticipated term of the role including plans for responsibilities upon completion of the role.

2.3 Selecting a New President

When the presidency will become vacant because of completion of the President's term or because of other circumstances, the Board standing committee responsible for human resource functions, utilizing the Vice-President responsible for Human Resources as a resource, will determine the process to fill the vacancy.

At a minimum, the process will include:

- (a) Appointing a Presidential Search Committee to carry out the process, comprised of Board members and staff, with the Board Chair as the 'Hiring Manager'.
- (b) Selection of an executive search firm to source candidates and carry out designated steps in the process.
- (c) Determination of key selection criteria and specific process components with the advice of the selected executive search firm.
- (d) Negotiating a contract with the preferred candidate with advice from legal counsel and the Vice-President responsible for Human Resources. The Board Chair has the authority to sign the contract on behalf of the Board of Governors.
- (e) Developing internal and external communications once the appointment is confirmed.

History of Amendments/Reviews:

Section(s)	Date	Comments
All Board policies and procedures were included in the overall review of By-law 1-102	April-May 2017	• Board approval (Resolution BoG June28-2017 #3)