

# LOYALIST COLLEGE

## Board of Governors Policy

<b>A3</b>	<b>A. PRESIDENT-BOARD RELATIONSHIP</b> <b>A3. EMERGENCY SUCCESSION</b>
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**Date Last Approved:** May 2022

**Next Review Date:** 2025

### Background

In this policy, unless otherwise defined herein or the context requires otherwise, words have the same meaning as they do in By-Law 1 of the College.

Given the importance of continuity of operations to students and staff of the College, the Board shall be responsible for ensuring that the College has appropriate, accountable leadership in the event of an extended absence, whether planned or unplanned, of the President.

This policy aligns with requirements of the “Board-President Relations” resource document published by the Ministry of Training, Colleges and Universities, which allocates to the Board the responsibility to hire, retain and, if appropriate, dismiss the President.

This policy sets out a plan to address permanent or long-term (e.g., more than three months in duration) temporary presidential leadership in the event of the resignation, disability, death or unplanned departure or absence of the President. It is not intended to address short-term or routine absences of less than three months such as vacation and annual leave.

### Policy / Procedure

The President is expected to cultivate management talent at the senior ranks of the College, including one or more successors to his or her position through internal succession planning. To protect the Board from the sudden loss of presidential services, the President will ensure that each of at least two other members of the College’s executive leadership team is familiar with Board and presidential issues and processes and capable of functioning effectively as an Acting President on an interim basis until the President can resume their duties or a new President is appointed. If the Board wishes to appoint an Acting President, the Board is not limited to the candidates identified by the President.

On an annual basis, and prior to the commencement of the new fiscal operating year, the President will report to the Executive and Governance Committee on the emergency succession plan which will be presented to the Board of Governors. The report should include:

- a. the recommendation, in writing, of at least two members of the College’s executive leadership team who are capable of filling the role of Acting President on an interim basis, should a vacancy

in the presidential position occur, and

b. the activities undertaken throughout the year to promote leadership development and succession planning, including activities undertaken to keep one or more executive team leaders informed of overall operating activities.

In the event of the President's long-term absence, the Board shall formally make such an appointment based on the succession plan and shall determine any temporary salary modification. Any communication relating to the appointment shall be sent in the name of, and approved by, the Chair. Any Acting President appointed by the Board will be referred to as the "Acting President" and not the "President", but shall, for all other purposes, be deemed to be the President until a President is appointed.

If an emergent succession situation arises, the Executive and Governance Committee shall recommend to the Board the composition of a presidential search committee, as required, to conduct a search and recommend the appointment of a President.

### **Monitoring**

This policy will be reviewed as part of the regular review schedule established by the Board, and immediately following any implementation of the succession plan to determine its effectiveness by President.

### **Related Materials**

Ministry of Training, Colleges and Universities Board-President Relations – 2003  
<http://caat.edu.gov.on.ca/Documents/Gov&Acc Current/English/Board-President Relations.pdf>