


Policy Name:	EMERGENCY SUCCESSION PLAN		
Policy Number:	GOV-405	Formerly	BG-306
 West Elgin Community Health Centre	Creation Date: February 2000	Reviewed Date: June 2021	Approved by: Board of Directors

SUMMARY

The West Elgin Community Health Centre (the “Centre”) will ensure that there is a succession plan in place for the Executive Director and that the responsibilities of this position are reassigned in the event of an anticipated or unexpected leave of absence.

POLICY

In emergency situations requiring prolonged or indefinite absence of the Executive Director, the Board of Directors (the “Board”) will ensure that all of the Executive Director’s responsibilities are assigned to one or more of the Senior Leadership Team. The assignee(s) will report directly to and will be directly accountable to the Board until such time as the Board appoints an acting or interim Executive Director on such terms and for such period of time as the Board deems necessary or advisable.

In the event of an anticipated or unexpected leave of absence of a member of the Senior Leadership team; the staff directors will co-share responsibilities for the various services and programs offered at the Centre. The division of these responsibilities will be carried out by the Executive Director.