



CEO SUCCESSION PLAN

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

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1. RATIONALE

Provide purpose of succession plan and the plan's objectives in the event of a planned or unplanned absence.

2. DEFINITIONS

A. TERMS

TERM	DEFINITION
PLANNED DEPARTURE	expected / anticipated in advance
PLANNED ABSENCE	expected / anticipated in advance
UNPLANNED DEPARTURE	sudden / unanticipated
UNPLANNED ABSENCE	sudden / unanticipated
SHORT-TERM ABSENCE	expected to last 3 months or less
LONG-TERM ABSENCE	expected to last more than 3 months
TEMPORARY ABSENCE	CEO is expected to return
PERMANENT DEPARTURE	CEO will not return to the position

B. ABSENCE / DEPARTURE TYPE

	PLANNED		UNPLANNED	
	TEMPORARY	PERMANENT	TEMPORARY	PERMANENT
SHORT TERM DEPARTURE Less than or Equal to 3 months	Vacation, Parental Leave, Health-Related, Sabbatical	Assumes New Position, Resignation	Temporary Disability	Resignation
SHORT TERM DEPARTURE Greater than 3 months	Sabbatical, Lengthy Leave (Bereavement, Family / Medical)	Retirement	Illness, Disability, Confinement, Lengthy Leave	Resignation, Incapacitation, Death

3. PLAN IMPLEMENTATION

Discuss authorizing parties and who has been charged with the implementation of plan terms in the event of a planned or unplanned absence.

4. PRIORITY FUNCTIONS

List all essential CEO responsibilities to be addressed in staffing strategy.

5. PROCEDURES – UNPLANNED ABSENCE OR DEPARTURE

Provide the terms of the procedures to be implemented along with authorization details.

6. PROCEDURES FOR SHORT-TERM TEMPORARY ABSENCES

A. STAFFING STRATEGY

B. ROLE OF ACTING / INTERIM CEO

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C. COMMUNICATIONS

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7. PROCEDURES FOR LONG-TERM TEMPORARY ABSENCES

A. STAFFING STRATEGY

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B. ROLE OF ACTING / INTERIM CEO

C. COMMUNICATIONS

D. COMPANY-WIDE STAFFING IMPACT CONSIDERATIONS

8. PROCEDURES FOR PERMANENT DEPARTURES

A. RESIGNATION WITH 3 MONTHS' NOTICE

B. RESIGNATION WITH 6 MONTHS' NOTICE

C. SUDDEN DISMISSAL OR DEATH

D. ADDITIONAL CONSIDERATIONS

9. COMMUNICATIONS PLAN

A. ASSESSING THE SITUATION

B. ACTIONS TO BE TAKEN

10. APPROVALS AND MAINTENANCE OF RECORD

A. EMERGENCY SUCCESSION PLAN APPROVAL

Describe approval process, timeline for review and amendments, and the parties responsible.

B. SIGNATORIES

Designate who will sign the plan, and who will have signature authorization for checks and contracts.

C. MAINTENANCE OF RECORD

D. FINANCIAL CONSIDERATIONS

List who will be responsible for finance review, and provide procedures for financial access approval.

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