

EMERGENCY SUCCESSION PLAN

VERSION HISTORY				
VERSION	APPROVED BY	REVISION DATE	DESCRIPTION OF CHANGE	AUTHOR

PREPARED BY		TITLE		DATE	
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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. 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.

3. PRIORITY FUNCTIONS

Identify key functions along with a corresponding staffing strategy.

KEY FUNCTION	STAFFING STRATEGY

4. SUCCESSION PLAN – SHORT-TERM

A. DEFINITIONS

Provide factors that qualify a temporary absence.

B. TEMPORARY STAFFING STRATEGY

C. ACTING APPOINTMENT

D. STANDING APPOINTEES TO THE POSITION

E. CROSS-TRAINING PLAN

F. ACTING AUTHORITY AND RESTRICTIONS

G. COMPENSATION

H. BOARD OVERSIGHT AND SUPPORT

I. COMMUNICATIONS PLAN

Provide detailed steps for information dissemination along with a timeline for key events, and a list of Key Supporters along with their corresponding communication responsibilities.

KEY SUPPORTER	COMMUNICATION RESPONSIBILITY

5. SUCCESSION PLAN – LONG-TERM

A. DEFINITIONS

Provide factors that qualify a long-term absence.

B. PROCEDURES

6. SUCCESSION PLAN – PERMANENT

A. DEFINITIONS

B. PROCEDURES

C. INTERIM HIRING PROCEDURE

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D. RESPONSIBILITIES OF THE INTERIM HIREE

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E. BOARD OVERSIGHT AND SUPPORT TO THE INTERIM HIREE

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7. 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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