



	Policy/Procedure Name:	President and Chief Executive Officer Selection and Succession Planning
Manual: Governance	Number:	
Section: Leadership	Effective Date:	01 JUN 2006
Pages: 1 of 2	Revision Date:	11 MAR 2022

Purpose

This policy outlines the selection and succession planning process for the President and Chief Executive Officer.

Scope

The policy pertains to the Muskoka Algonquin Healthcare (MAHC) Board of Directors and the President and Chief Executive Officer.

Policy

The Board will ensure there is a documented succession plan in place in case the President and Chief Executive Officer position becomes vacant due to sudden vacancy (e.g. death, resignation, or termination) or planned vacancy (e.g. retirement). The succession plan will also specify the process for appointing an interim President and Chief Executive Officer should the President and Chief Executive Officer require an extended leave of absence from the Corporation due to personal, health, or other reasons.

Sudden Vacancy

Annually at the start of each fiscal year, the President and Chief Executive Officer will recommend to the Board for approval an alternate member of senior management to act as interim President and Chief Executive Officer, if a sudden vacancy in the President and Chief Executive Officer position occurs.

Planned Vacancy

The process to fill a planned vacancy is as follows:

- The Board will establish a President and Chief Executive Officer search committee consisting of:
 - the Chair, or their designate, who shall serve as committee chair;
 - two Elected Directors;
 - the Chief of Staff; and
 - such other members as the Board may determine from time to time.
- The search committee will be provided with appropriate resources to perform its mandate, including a search firm subject to Board approval.
- The search committee will interview a short list of candidates and recommend to the Board its candidate of choice.

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- An offer will be subject to submission of a declaration that the candidate has no conflict of interest consistent with organizational policy, in a form as required by the Board, and subject to satisfactory results of a criminal reference check as determined in the sole discretion of the Board.
- An employment agreement will be executed by the Chair and the candidate accepting the position of President and Chief Executive Officer.
- If a new President and Chief Executive Officer has not been appointed prior to the departure of the incumbent President and Chief Executive Officer, the individual approved by the Board to act as interim President and Chief Executive Officer during a sudden vacancy shall act as interim President and Chief Executive Officer until a new President and Chief Executive Officer is appointed, unless otherwise determined by the Board.

Short Term Absence

The President and Chief Executive Officer will identify a member of the senior leadership team to serve as Acting President and Chief Executive Officer during any short term absence (e.g. vacation). The President and Chief Executive Officer will consult with the Chair on the selection prior to departure.

Notes

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