



Title:
**EXECUTIVE DIRECTOR &
SENIOR MANAGEMENT
SUCCESSION PLAN**

Number: **A 14**

Approval Date: March 17, 2021

Revision Date:

Purpose:

To provide succession planning for the Executive Director and Senior Management in the event of immediate or emergency departures from the organization.

Policy:

The Executive Director shall ensure that there is sufficient organizational capacity for the competent operation of the organization to continue in the event of sudden loss of the Executive Director or Senior management positions. Succession planning for senior management shall be the responsibility of the Executive Director.

Procedure:

Key functions of the organization have been divided under the purview of the Directors of Klinik, with potential for support in the event of their sudden loss largely provided within the management team.

Executive Director

The Director of Health and Community Services has been specifically mentored in higher level functions of the organization and is kept apprised of information that may be pertinent in the event of the sudden loss of the Executive Director, she is identified as the immediate successor.

The following key functions are supported by the senior management team and would also maintain operational support during any loss of the Executive Director.

Finance

The Director of Finance is responsible for these functions. In the event of the sudden loss of the Finance Director, the Accountant and Human Resources Administrator can provide interim financial support with support from the Director of Human Resources and the Executive Director. Should this be identified as a longer absence outside support may be required. This is identified as the area of highest risk.

Operations

The Director of Operations is responsible for these functions, including building operations. In the event of the sudden loss of the Director of Operations the Director of Human Resources is adequately prepared to cover these functions and oversee team members.

Human Resources

The Director of Human Resources and Administration is responsible for these functions. In the event of the sudden loss of this Director these functions could be appropriately covered for a period of time by the Director of Finance and Executive Director or acting Executive Director.

Program Management

All program areas have Managers that report to Directors and work in a team that is able to provide cross-coverage capabilities. If there is a Director vacancy the other Director can cover these functions during that time. If both Directors are vacant then Managers will be required to report directly to the Executive Director/Acting Executive Director who can fulfill these functions.

Fund Development

The Director of Development is responsible for donor relations, granting, and general communications. In the event of a sudden loss of this Director basic functions could be supported by the Executive Assistant and Executive Director/Acting Executive Director during planning and recruitment.



Organizational Structure
Effective March 2021

Community



The Board of Directors

Executive Director

Executive Assistant

Colour Legend
Purple = Klinik
Red = Shared Role (with SERC)

