



APPROVED

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Manual	GOVERNANCE POLICY	
Section 2.0	Providing for Excellent Management	
Title	CHIEF EXECUTIVE OFFICER AND CHIEF OF PROFESSIONAL STAFF SUCCESSION	
Issuing Body/ Prepared By	Governance and Nominating Committee	
Approved by	Board of Directors	Number: GOV 2.10
Effective Date Revised Date	O: May 2009	Version 1
		File Name: "Lhgdata"(J:)/Dept'l/Admin/ CorpDev/Corp&Board Planning/ Governance Policy/2.10 CEO and COPS Succession
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Purpose

As part of its responsibility of ensuring excellent management, the Board is responsible for ensuring that provision is made for succession planning for the Chief Executive Officer (CEO) and Chief of Professional Staff (COPS) positions.

This policy documents the Board's process for succession should either the CEO or COPS position become vacant for any reason or should the incumbent require an extended leave of absence.

Process

The CEO and COPS are expected to cultivate potential successors through internal succession planning and to report on this annually during the evaluation process.

1. Interim appointment/sudden vacancy

- The CEO will designate to the Board Chair in writing at the beginning of each fiscal year which member of the Hospital's senior management or the COPS is recommended to fill the role of interim CEO in the event of sudden or unexpected loss of the CEO. The CEO shall update such designation from time to time as circumstances warrant. The appointment of an interim CEO will be subject to approval by the Board.
- The COPS will identify to the Chair and the CEO in writing at the beginning of each fiscal year which member of the Medical Advisory Committee is recommended to fill the role of interim COPS in the event of sudden or unexpected loss of the COPS. The COPS shall update such designation from time to time as circumstances warrant. The appointment of an interim COPS will be subject to approval by the Board.

2. Long-term appointment

- For a CEO search, the Board shall establish a search committee consisting of the COPS, the President of the Professional Staff Association, three or more elected Directors and such other persons, if any, as the Board may designate.
- For a COPS search, the Board shall establish a search committee in accordance with the by-laws.
- In either case, the search committee:
 - will be chaired by the Chair or his/her delegate.
 - may, at its discretion, retain a search firm to assist the search committee in its work.
 - will interview a short list of candidates and make a recommendation to the Board of a preferred candidate.
- In the event that a new CEO or COPS has not been appointed prior to the departure of the incumbent, the Board will make an interim appointment in accordance with section 1 of this policy.

Monitoring:

Method: 1. Review of policy
 2. Confirmation by Chair that the designations for interim appointments have been made as set out in section 1 of this policy.

Frequency: Annually