

President & CEO Succession and Emergency Replacement Plan

This document is the parent policy for any College or Divisional procedures. Questions regarding this policy are to be directed to the identified Policy Administrator.

Board Policy No.	06
Functional category	Board of Governors
Approval date	October 30, 2024
Effective date	October 30, 2024
Policy owner	Board of Governors
Policy administrator	Board Coordinator

1.0 Objective

NorQuest College's (College) President & CEO is critical to the college's continuing viability and growth. The President & CEO Succession Plan (Plan) helps ensure the best use and development of leaders to achieve the College's Strategic Plan.

Under the President & CEO's guidance, the college attracts, develops and retains skilled leaders who ensure the college's long-term viability and continued growth. The Board and the President & CEO use the President & CEO Succession Plan and Emergency Replacement Plan to provide timely and effective leadership in the event of voluntary or involuntary departure of the President & CEO.

2.0 Policy

2.1 President & CEO's role in leadership succession

Through Board Policy No. 05, the Board delegates its authority to the President & CEO to manage all aspects of leadership succession within the College except those matters related to the Board's employment of the President & CEO. The Board reserves the right to influence the College's Leadership Succession Plan through its Strategic Plan for NorQuest College.

To ensure that the College has strong internal leadership and organizational capacity, the President & CEO develops and maintains the College's Leadership Succession Plan. The College's Leadership Succession Plan will be designed to ensure that:

- a) the President & CEO has a rich understanding of the role leadership plays in achieving the College's Strategic Plan and demonstrates due diligence in seeking to recruit and develop leaders to meet the College's strategic objectives,
- b) the President & CEO maintains a current list of the skills and competencies needed to lead the College in key areas,
- c) the President & CEO follows a clear and objective process for identifying, assessing and developing potential leaders from within the College,
- d) the President & CEO maintains a clear understanding of the current climate and best practices for recruiting and compensating senior management,
- e) the College has clear plans and processes in place to mitigate uncertainty in times of leadership change, including voluntary and involuntary departure of President & CEO, Vice President(s) and other key leaders,
- f) the College has sufficient organizational capacity to enable internal, interim successor(s) to continue competent operation of the College in the event of sudden loss of key leadership resources.

The President and CEO is responsible for providing the Board with a recommendation for the President & CEO Succession Plan and President & CEO Emergency Replacement Plan.

2.2 The Board's role in President & CEO Succession

Through the Human Resources Committee, the Board oversees the maintenance of the President and CEO Succession Plan and Emergency Replacement Plan and facilitates the implementation of those plans as required. This process is outlined in the Human Resources Committee Terms of Reference.

2.3 Monitoring and Frequency

The Board will engage in regular and systematic monitoring of its performance and compliance with the requirements outlined in this policy through the HR Committee Workplan.

3.0 Definitions

3.1 Board means the Board of Governors, established under the Act.

3.2 Procedures are written statements that stipulate specific actions to be taken to conform to established policies and allow for the systematic implementation of those policies. Procedures often include detailed step- by- step descriptions of what to do, and normally explain the use of any relevant forms.

4.0 Related information

4.1 NorQuest College

- [Board Policies](#)
- [President & CEO Succession Plan](#)
- [Human Resources Committee Terms of Reference](#)

4.2 External

- *Postsecondary Learning Act*

Next review date

October 2027

This policy is reviewed at least once every three years to ensure compliance with legislation, Board Policies and Intended purpose.

Revision history

Date	Version	Action
June 2010	V1	New policy is established.
May 2013	V2	Reviewed
February 2016	V3	Reviewed
February 2019	V4	Reviewed
October 2021	V5	Reformatted
October 2024	V6	Reviewed, template updated.