

CEO Succession Planning Policy

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Definitions

“CEO” means Port Colborne Public Library Chief Executive Officer (CEO)

“Library” means the Port Colborne Public Library

“Library Board” or “Board” means the Port Colborne Public Library Board

Purpose

Leadership at the Port Colborne Public Library is a key element to the organization’s success and is important to the community considering the library’s influence and impact on its residents. Change in executive leadership is inevitable and can be challenging, particularly when the change is unexpected.

To ensure the continued smooth running of Library operations during any period of CEO turnover and adherence to Board responsibilities under the *Public Libraries Act*, R.S.O. 1990, c.P.44., the following policy and procedures for CEO succession and extended leave have been set in place by the Board.

The CEO succession policy ensures there is stability and continuity of leadership for the ongoing operations of the library in the planned or unplanned absences of the CEO. In addition to establishing principles and accountabilities it outlines procedures and processes for short and long-term temporary or permanent planned absences with considerations for communications, authority and compensation as well as Board oversight.

Emergency succession procedures set out the elements needed to ensure an orderly, deliberate transition in order to avoid uncertainty and destabilization. While the policy is intended to minimize the risks of disruption during the leadership transition, it will also generate opportunities that recognize, develop and retain top leadership talent.

Principles

In the implementation of the CEO Succession Plan, the Board will ensure that:

- The process is seen by all participants as being transparent, fair, and professionally managed;
- There is continuity in operations and strategic direction;
- Communications are responsive and timely to all key stakeholders including external and internal;
- Board and management will be engaged in support of respective changes;
- Confidence is demonstrated and conveyed in the replacement CEO;
- Appropriate support will be provided to the acting or new CEO.

Procedures

1. Long-Term Succession

A permanent change in leadership is one in which the CEO will not be returning to the position.

Planned, voluntary departure such as the expiry of an employment contract or the resignation/retirement of the incumbent ensures there is a period of reasonable notice. The CEO is expected to give an 8 (eight) week notice period.

In this instance, the outgoing CEO plays an important role in the hiring process and transition to a successor. This includes helping the Board define skills, competencies, and qualifications for the position as well as provide advice on the strengths needed for the future position.

Unplanned, involuntary departure such as termination, requires that the Board plan for the appointment of an Acting CEO to be synchronized with any announcement on the change of leadership.

CEO Search and Selection Process

Once notified of a planned departure, it may take many months to fill the vacancy. As a first step, the Board shall engage the existing CEO Hiring and Transition Committee to begin work to recruit and recommend a CEO.

This committee is comprised of three members of the Board with suitable expertise and experience. The Board Chair will also sit on this committee.

The Selection Committee shall:

- Ensure the CEO job description is current and reflects current duties and responsibilities of the position;

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- Work with the Board to develop a leadership profile to serve as a blueprint and confirm the recruitment process to be undertaken;
- Work with the City of Port Colborne Human Resources Department for advice and assistance as required throughout the process;
- Request Board approval to engage an executive recruiting firm if desired;
- Agree on an advertising and communications approach and develop an interview structure;
- Review potential candidate applications and interview those qualified candidates deemed to be appropriate for the position; and,
- Present recommendations to the entire Board, with rationale for the most qualified candidates for Board consideration.
- The appointment of Acting CEO will be revoked at the same meeting when the new CEO is appointed.

The Board shall make the final determination on the candidate to be offered the position, including the financial compensation package. The Chair of the Board and the Committee shall be responsible for ensuring any and all offers to candidates are properly administered and finalized.

Transition and Probationary Period

The incumbent CEO shall prepare a transition document providing key information that will be relevant to the new leader and will ensure that key library positions have current job descriptions as well as a proactive, career development plan in place. It should also include key issues facing the organization, key external relationships and other relevant information.

The Board, as represented by the Chair and other appropriate Board members, shall meet with the incoming CEO to provide an orientation including key insights on the library as well as Board priorities, goals, and expectations for the six-month probationary period.