

**EMERGENCY LEADERSHIP PLAN**

This template can be adjusted as needed for your organizational context. This includes deleting or adding rows, deleting job titles that are not applicable, and can also be completed for other executive leadership positions.

|  |  |
| --- | --- |
| Name of Organization:  | Date: |

The Board of Directors (if applicable) or executive leadership team is authorized to implement the terms of this emergency plan in the event of an unplanned absence of the CEO/Executive Director. This is to ensure the continuous coverage of executive duties critical to the ongoing delivery of operations and services.

While the likelihood of such an absence is highly improbable and certainly undesirable, having an emergency leadership plan in place ensures appropriate governance to ensure the continuity in external relationships, service delivery, and in staff functioning.

There are three kinds of unexpected absences that need to be considered for emergency leadership planning:

1. Unplanned temporary short-term absence (1-3 months)
2. Unplanned temporary long-term absence (4-12 months)
3. Permanent Change

# unplanned temporary short-term absence

# (absence of 1-3 months)

1. **Designate(s)**

At the time of this plan’s approval, the Acting CEO/Executive Director is designated to be:

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |

Should this appointee not be available, the back-up appointee for the position of Acting CEO/Executive Director will be:

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |

1. **Key Responsibilities**

Your organization may decide to split up the duties between the two appointees. The following table can be used to formalize who will be responsible for different key responsibilities.

|  |  |  |
| --- | --- | --- |
| **Key Responsibility** | **Description** | **Transition to:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Location and Access to Confidential Information**

Please list any critical information or documents that only the CEO/ED knows and has access to that is critical for business continuity:

|  |  |  |
| --- | --- | --- |
| **Document** | **Location** | **How to Get Access** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Authority and Compensation of Acting CEO/ED**

The Acting CEO/ED shall have the full authority for decision-making as the regular CEO/ED and will be offered one of the following for compensation:

[ ] No additional compensation

[ ] A bonus of $ for the acting period

[ ] Acting pay with a salary increase of $

[ ] Other (please specify)

1. **Communications Plan**

As soon as the Acting CEO/ED is in place, the Board Chair (if applicable) and the Acting CEO/ED shall communicate the temporary leadership changes to all staff and then to key external stakeholders and vendors as listed in the emergency communication list below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Organization** | **Contact Information** |
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**Mode(s) of Communication**

Besides email or phone, please list any other modes of communication that will be used to communicate the temporary leadership change.

[ ]  In-person

[ ]  Virtual platform such as Zoom or Teams

[ ]  Organization’s website

[ ]  Organization’s intranet

# unplanned temporary long-term absence

# (absence of 4-12 months)

*Please check the box(es) that applies:*

[ ] The information provided for the short-term absence would be the same for a temporary long-term absence

[ ] There is some variation to the information provided for the short-term absence

(Please complete the appropriate section(s) below)

[ ] Consideration will be given to recruiting to the temporary position left vacant by the Acting CEO/ED

(This will be dependent on the length of the absence)

**1. Designate(s)**

At the time of this plan’s approval, the Acting CEO/Executive Director is designated to be:

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |

Should this appointee not be available, the back-up appointee for the position of Acting CEO/Executive Director will be:

|  |  |
| --- | --- |
| **Name:** |  |
| **Job Title:** |  |

**2. Key Responsibilities**

The Board of Directors or Executive Team may decide to split up the duties between the two appointees. The following table can be used to formalize who will be responsible for different key responsibilities.

|  |  |  |
| --- | --- | --- |
| **Key Responsibility** | **Description** | **Transition to:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Location and Access to Confidential Information**

Please list any critical information or documents that only the CEO/ED knows and has access to that is critical for business continuity:

|  |  |  |
| --- | --- | --- |
| **Document** | **Location** | **How to Get Access** |
|  |  |  |
|  |  |  |
|  |  |  |

**4. Authority and Compensation of Acting CEO/ED**

The Acting CEO/ED shall have the full authority for decision-making as the regular CEO/ED and will be offered one of the following for compensation:

[ ] No additional compensation

[ ] A bonus of $\_\_\_\_\_\_\_ for the acting period

[ ] Acting pay with a salary increase of $\_\_\_\_\_\_\_\_

[ ] Other (please specify):

**5. Communications Plan**

As soon as the Acting CEO/ED is in place, the Board Chair (if applicable) and the Acting CEO/ED shall communicate the temporary leadership changes to all staff and then to key external stakeholders as listed in the emergency communication list below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Position** | **Organization** | **Contact Information** |
|  |  |  |  |
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**Mode(s) of Communication**

Besides email or phone, please list any other modes of communication that will be used to communicate the temporary leadership change.

[ ]  In-person

[ ]  Virtual platform such as Zoom or Teams

[ ]  Organization’s website

[ ]  Organization’s intranet

# unplanned permanent change

In the event of an unplanned permanent change in the CEO/ED role, the Board of Directors or Executive Team will follow the procedures and conditions as specified under the temporary short-term and/or long-term absence and appoint the main designate in an acting capacity to serve as an interim CEO/ED.

The Board of Directors or search committee will then initiate the search or replacement process within \_\_\_ months through:

[ ]  An open competition for both external and internal candidates

[ ]  Seek the services of an executive recruiting company

[ ]  Move the Acting CEO/ED into the role permanently without a competition (this may be applicable if there is only one obvious candidate that has been prepared for the role, has the confidence of the board, and no other internal candidates are interested in applying)

**Succession Policy**

Whether for a planned or unplanned permanent leadership change, a written succession policy is recommended. It should answer the following questions:

1. What are the roles of the board, the outgoing executive(s), the staff in planning for and hiring a new CEO/ED?
2. Will there be a search and transition committee? If yes, who will be on this committee?
3. What is the committee’s authority to recommend one or more finalists and what is the board’s involvement in the final decision?