

BOARD POLICY NO. 6 – THE PRESIDENT & CEO MAINTAINS A LEADERSHIP SUCCESSION PLAN

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

Functional Category:	Board
Approval Date:	November 8, 2021
Effective Date:	November 8, 2021
Policy Owner:	Board of Governors
Policy Administrator:	Board Coordinator

Objective:

NorQuest College’s President & CEO, Vice Presidents and other key leaders are critical to the college’s continuing viability and growth. A leadership succession 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 Leadership Succession Plan to provide timely and effective leadership in the event of voluntary or involuntary departures of the President & CEO, Vice Presidents or other key leaders.

Policy:

Board’s role in leadership succession

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.

President & CEO’s role in leadership succession

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:

- 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
- the President & CEO maintains a current list of the skills and competencies needed to lead the college in key areas
- the President & CEO follows a clear and objective process for identifying, assessing and developing potential leaders from within the college
- the President & CEO maintains a clear understanding of the current climate and best practices for recruiting and compensating senior management
- 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
- the college has sufficient organization capacity to enable internal, interim successor(s) to continue competent operation of the college in the event of sudden loss of key leadership services

Definitions:	<p>Board means the Board of Governors, established under the Act.</p> <p>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.</p>
Related NorQuest College Information:	<p>Board Policies Leadership Succession Plan</p>
Related External Information:	<p>Post-Secondary Learning Act</p>
Next Review Date:	<p>February 2024 – At least once every three years to ensure compliance with legislation, Board Policies and intended purpose.</p>
Revision History:	<p>June 2010 – New Policy Established May 2013 February 2016 February 2019 October 2021 –Reformatted</p>
Monitoring and Frequency:	<p>Yearly report to the Human Resources Committee on succession plans to ensure key leaders are identified and succession plans are in place for all of them</p>