



| College of Paramedics of Manitoba   |                                    |                                  |
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| Policy Name:<br>Executive Director/Registrar<br>Emergency Succession Planning | Policy Number:<br>EE-11            | Total # of Pages:<br>4           |
| Approval Signature:<br><i>Original Signed by J. Wade</i>                      | Section:<br>Executive Expectations |                                  |
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1.0 **PURPOSE**

To outline the Council's expectations of the Executive Director/Registrar regarding emergency executive succession planning. The plan allows the College of Paramedics of Manitoba to maintain operations in the absence of the Executive Director/Registrar.

2.0 **DEFINITIONS**

**Emergency** – sudden unplanned and unexpected absence

3.0 **POLICY**

- 3.1 In order to protect the Council and the College from a sudden loss of Executive Director/Registrar services, and to provide for effective business continuity, the Executive Director/Registrar shall identify one or more staff designate(s) who is/are familiar with executive issues and processes.
- 3.2 The Executive Director/Registrar shall ensure one or more staff are capable of assuming the Executive Director/Registrar responsibilities on an emergency interim basis.
- 3.3 The Executive Director/Registrar in collaboration with the Governance Committee will develop and maintain an emergency succession plan and communicate the plan to the Council Chair and with the impacted staff member(s). The succession plan is found in Appendix A.
- 3.4 The Council recognizes the need to maintain, as much as possible, the separation between the role of the Council and senior management, even in the event of an unplanned absence of the Executive Director/Registrar.



## **APPENDIX A – EMERGENCY EXECUTIVE DIRECTOR/REGISTRAR SUCCESSION PLAN**

### **Introduction**

The Council of the College of Paramedics of Manitoba (CPMB) recognizes that this is a plan for contingencies due to the disability, death, or departure of the Executive Director (ED)/Registrar. If the organization is faced with the unlikely event of an untimely vacancy, CPMB has in place the following emergency succession plan to facilitate the transition to both interim and longer-term leadership.

The Council of CPMB has approved the Executive Director/Registrar Position Description policy. The Council has a clear understanding of the ED/Registrar's role in organizational leadership, program development, program administration, operations, Council relationships, financial operations, resource development and stakeholder engagement.

### **Definitions of Absences**

Planned – a planned absence due to work related travel, scheduled leave, or vacation.

Unplanned – an unplanned absence due to an unexpected reason such as an accident; illness; hospitalization; death; family emergency.

Unplanned Short Term – an unplanned absence of less than three months.

Unplanned Long Term – an unplanned absence.

### **Succession Plan in Event of a Temporary, Unplanned Absence**

#### **Unplanned Short-Term Absence**

It is expected that the ED/Registrar will return to their position once the events precipitating the absence are resolved. The Council is authorized to implement the terms of this emergency plan in the event of the unplanned short-term absence of the ED/Registrar.

The ED/Registrar, or the ED Designate, or the Executive Assistant to the ED/Registrar is to immediately inform the Council Chair or Chair-Elect of the absence. As soon as it is feasible, the Chair should convene a meeting of the Council to affirm the procedures prescribed in this plan or to make modifications as Council and staff deems appropriate.

#### **Succession Order**

The succession order of Acting ED/Registrar in the event of a temporary, unplanned absence is as follows:

1. Coordinator of Regulatory Practice or their equivalent.
2. Coordinator Quality and Standards or their equivalent.



The person appointed as Acting ED/Registrar shall have the full authority for decision-making and independent action as the regular ED/Registrar. Dependent on circumstance, the ED/Registrar may be able to guide some of the operational activity.

The Acting ED/Registrar may be offered:

- A temporary salary increase to the entry level salary of the ED/Registrar position
- A bonus payment of an amount to be determined during the Acting ED/Registrar Period.
- No additional compensation.

The Council Chair/Chair-Elect shall be responsible for monitoring the work of the Acting ED/Registrar.

Immediately upon transferring the responsibilities to the Acting ED/Registrar, the Council Chair/Chair-Elect will notify staff members, members of the Council and College committees, and identified external stakeholders, of the delegation of authority. Key external stakeholders may include but not be limited to:

- Manitoba ERS Directors
- Manitoba Paramedic Education Leaders
- College of Registered Nurses of Manitoba
- College of Physicians and Surgeons of Manitoba
- Manitoba Association of Registered Respiratory Therapists
- College of Pharmacists of Manitoba
- Chair, Manitoba Alliance of Health Regulatory Colleges
- Deputy Minister of Health
- Executive Director Canadian Organization of Paramedic Regulators
- Business partners defined in the key contact section of this plan

The decision about when the absent ED/Registrar returns to lead CPMB should be determined by the ED/Registrar and the Council Chair. A mutually agreed upon schedule and hours of work will be discussed.

#### Unplanned Long-Term Absence

The procedures and conditions to be followed should be the same as for a short-term absence with one addition: The Council will give immediate consideration, in consultation with the Acting ED/Registrar, to temporarily filling the position left vacant by the Acting ED/Registrar. This is in recognition of the fact that for a term of more than three months, it may not be reasonable to expect the Acting ED/Registrar to carry the duties of both positions. The position description of a temporary coordinator would focus on covering the priority areas in which the Acting ED/Registrar needs assistance.



Dependent on circumstance, the decision about when the absent ED/Registrar returns to lead CPMB should be determined by the ED/Registrar and the Council Chair/Chair-Elect. They will decide upon a mutually agreed upon schedule and start date.

**A permanent change** is one in which it is firmly determined that the ED/Registrar will not be returning to the position. The procedures and conditions should be the same as for a long-term temporary absence with one addition: The Council will appoint a ED/Registrar Selection Committee within 14 days to plan and carry out a transition to a new permanent ED/Registrar. The Council will also consider the need for outside consulting assistance depending on the circumstances of the transition and the Council's capacity to plan and manage the transition and search. The ED/Registrar Selection Committee will also determine the need for an Interim ED/Registrar, and/or a revised organizational structure.

The Emergency Executive Succession Planning Appendix A/Important Organizational Information will be updated regularly. Council approval is not needed for changes to the organizational information and it (Appendix A) will be held in the corporate shared drive due to the contents of private contact information.