



Signatures: **SATCC Commission Board Chair**



SATCC Commission Board Vice Chair

Board Category Governance – G10
and Policy Name: CEO Succession

Approved: April 3, 2019

Supersedes: September 15, 2005; January 24, 2007;
September 14, 2011; January 10, 2014; April 18, 2016

Next scheduled review: November 2021

Policy The SATCC will be prepared for a permanent change in leadership, either planned or unplanned, to ensure the stability and accountability of the organization until such time as a permanent CEO is identified.

The SATCC Board will assess the permanent leadership needs of the organization to help ensure the selection of a qualified and capable leader who is a good fit for the organization’s mission, vision, values, goals and objectives, and who has the necessary skills to lead the organization.

The SATCC will recruit from a diverse pool of candidates for the CEO position.

Procedures The Board of Directors shall be responsible for implementing this policy and its related procedures.

To ensure the SATCC’s operations are not interrupted while the Board of Directors assesses the leadership needs and recruit a permanent CEO, the Board, through the Chairperson, will appoint an interim CEO as outlined below.

In the event the CEO is no longer able to serve, the Human Resources Committee of the Board of Directors shall do the following:

- Within 5 business days appoint an interim CEO from among the following potential interim successors.
 - The SATCC Chief Operating Officer;
 - The SATCC Chief Financial Officer; or
 - The SATCC Director of Communications and Marketing.

- The Chairperson will communicate with key stakeholders regarding actions taken by the Board in naming an interim successor, appointing a CEO Search Committee, and implementing the succession policy.
- The SATCC shall maintain a current list of key stakeholders who may be contacted, such as industry organizations, Trade Board Chairs, training partners, government agencies, and others as deemed appropriate.

The interim CEO shall ensure that the organization continues to operate without disruption and that all organizational commitments previously made are adequately executed, including but not limited to, reports, contracts, registrations, certification, statutory and other obligations to government, clients or partners of the SATCC.

Within 15 business days, the Board shall appoint a CEO Search Committee of three people from the SATCC Board of Directors. This committee shall be comprised of at least one member of the Human Resources Committee and other members of the SATCC Board of Directors, excluding any members representing government.

It shall be the responsibility of the CEO Search Committee to implement the following processes:

- Review the organization's strategic plan, operations forecast, business plan, and CEO position description and classification to identify priorities that may need to be addressed during the transition process and to identify attributes and characteristics that are important to consider in the selection of the next permanent leader.
- Establish a time frame and plan for the CEO recruitment and selection process.
- Consider the need for consulting assistance (i.e. transition management or executive search consultant) based on the circumstances of the transition.

The CEO Search Committee will be responsible for the selection of any external resource(s) to assist in the recruitment and selection process.

Current employees are encouraged to pursue professional development and career progression opportunities. The interim CEO and any other interested internal candidates are encouraged to submit their applications for review and consideration by the CEO Search Committee according to the guidelines established for the search and recruitment process.

Of the applications considered, the best qualified three finalist candidates will be considered for the permanent CEO position.

Background

A change in executive leadership is inevitable for all organizations and can be a very challenging transition. A succession plan/policy is a tool to help an organization to be prepared for planned or unplanned absences of the Chief Executive Officer (CEO).

Related documents

SATCC Board of Directors Board Charter – Section 4: Duties and Responsibilities, Management and Performance establishes the Board’s responsibility for succession planning

SATCC HR Committee Terms of Reference – establishes the body responsible for overseeing the CEO succession process

CEO Position Description

G9 CEO Evaluation – outlines criteria for evaluating the CEO’s performance, including the individual attributes required for effective performance of duties

