

Succession Planning Policy

1. Introduction

The College of Acupuncturists of Alberta (the College), the Executive Director/Registrar, and other roles are critical to the College's continued role in regulating the Acupuncturists Profession under the *Health Professions Act (Act)* on behalf of the Minister of Health.

2. Purpose

This policy establishes a requirement for the Council and the Executive Director/Registrar to establish a leadership succession plan for the appointment of a new Executive Director/Registrar and other key roles.

3. Definitions

Employee: means a person engaged by the College to perform a service in accordance with an employment agreement.

Leadership succession plan: means a structured process by which the Council and the Executive Director/Registrar identify and develop future leaders to ensure they have the key skills required, based on the strategic needs of the College.

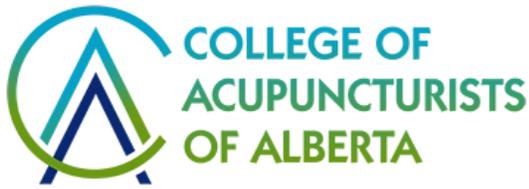
4. Policy

- 4.1 The Council will develop and maintain a leadership succession plan to recruit a new Executive Director/Registrar and to facilitate the smooth transition of executive leadership from an outgoing to a new incoming Executive Director/Registrar.
- 4.2 The Council will ensure that a plan is in place for the recruitment of a new Executive Director/Registrar that includes:
 - 4.2.1 a competency profile and job description for the recruitment of the Executive Director/Registrar that is developed, reviewed, and finalized prior to recruitment;
 - 4.2.2 an external search and recruitment in alignment with the strategic and operating needs of the Council and according to a timeframe that permits the smooth transition of responsibilities from an existing to an incoming Executive Director/Registrar; and
 - 4.2.3 a transition plan that identifies key objectives and goals for the new Executive Director/Registrar, provides an appropriate orientation, and effectively communicates the College's future direction to stakeholders and employees.
- 4.3 The Council requires the Executive Director/Registrar to develop and maintain a leadership succession plan that can be implemented for the recruitment and development of other key roles.

VERSION 1

Effective Date: September 1, 2022

Approved Date: August 13, 2022



- 4.4 The Executive Director/Registrar will ensure that a leadership succession plan is in place for the Executive Director/Registrar and senior management with succession planning processes that facilitate leadership continuity, and that ensures continued, competent operation of the College, should the Executive Director/Registrar or any key roles suddenly leave. The leadership succession plan will ensure:
- 4.4.1 There is due diligence in the recruitment and development of leaders that have abilities, skills, and qualifications for the various key roles.
 - 4.4.2 Job descriptions are actively maintained to identify required skills, competencies, and expectations for all roles.
 - 4.4.3 There is a clear and objective, documented process for identifying, assessing, and developing potential leaders from within the College.
 - 4.4.4 There is an individual from the College familiar with the Council and Executive Director/ Registrar business issues and processes to facilitate operational continuity in the case of the Executive Director/Registrar's sudden departure.
 - 4.4.5 There is sufficient internal capacity to enable internal interim successors to provide operational continuity in the event of an unexpected departure of key management.
- 4.5 If the Executive Director/Registrar leaves suddenly for any reason, the Council may utilize the Executive Director/Registrar leadership succession plan to appoint an interim Executive Director/Registrar until a permanent replacement can be found.
- 4.5.1 If it is anticipated that the interim Executive Director/Registrar will serve longer than three months, the Council will appoint a secondary person as a backup.
 - 4.5.2 The Council will ensure that a communication plan is in place to appropriately apprise College regulated members, employees, and stakeholders of the situation.
- 4.6 The Council will immediately initiate an external recruitment process for a permanent Executive Director/Registrar and will complete the recruitment process within one year of the Executive Director/Registrar's departure.

5. Authority

This policy is established under the authority of Section 6 of the Act and Article 4.1 of the College bylaws.

6. Scope

This policy applies to all Council members and College employees.



7. Related Policies and Procedures

None

8. Version History

Date	Notes
August 13, 2022	New policy