



Policy/Procedure Name:	Chief of Staff Selection and Succession Planning
Manual: Governance	Number:
Section: Leadership	Effective Date: 01 JUN 2006
Pages: 1 of 2	Revision Date: 11 MAR 2022

Purpose

This policy outlines the selection and succession planning process for the Chief of Staff.

Scope

The policy pertains to all staff members and credentialed staff at Muskoka Algonquin Healthcare (MAHC).

Policy

The Board will ensure there is a documented succession plan in place in case the Chief of Staff position becomes vacant due to sudden vacancy (e.g. death, resignation, or termination) or planned vacancy (e.g. retirement). The succession plan will also specify the process for appointing an interim Chief of Staff should the Chief of Staff require an extended leave of absence from the Corporation due to personal, health, or other reasons.

Based on best practice, the Chief of Staff is expected to identify and develop a succession plan through internal succession planning. The Chief of Staff will report on this matter annually during the Chief of Staff performance review process.

Sudden Vacancy

Annually at the start of each fiscal year, the Chief of Staff, in consultation with the President and Chief Executive Officer, will recommend to the Board for approval an alternate to act as interim Chief of Staff, if a sudden vacancy in the Chief of Staff and Deputy Chief of Staff positions (if any) occurs.

Planned Vacancy

In accordance with the Credentialed Staff By-law, the Board shall appoint a Chief of Staff, and in making such appointment, shall consider any recommendation or input of the Medical Advisory Committee or of any other appropriate Credentialed Staff members.

- The Board shall appoint a selection committee for the purpose of recommending a successor candidate for the position to the Board. The selection committee shall be composed of:
 - the Chair, or their designate, who shall serve as committee chair;
 - two members of the Medical Advisory Committee, selected by the Medical Advisory Committee, one of whom may be the President of the Medical Staff;
 - the Chief Nursing Executive;
 - the President and Chief Executive Officer, or their delegate; and
 - such other members as the Board may determine from time to time.

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- The selection committee will be provided with appropriate resources to perform its mandate, including a search firm subject to Board approval.
- The selection committee will interview a short list of candidates and recommend to the Board their candidate of choice.
- Subject to annual confirmation by the Board, an appointment of the Chief of Staff shall be for a term of four years subject to earlier termination in accordance with applicable policies, contract provisions, and by-laws; however, where a planned vacancy succession plan is underway, the incumbent Chief of Staff shall hold office until a successor is appointed (subject to the Corporation’s right to terminate earlier in accordance with applicable policies, contract provisions, and by-laws).
- In accordance with the Credentialed Staff By-law, the maximum number of consecutive years of service of the Chief of Staff shall be twelve years, provided, however, that following a break in continuous service of at least one year, the same person may be reappointed.
- An offer will be subject to submission of a declaration that the candidate has no conflict of interest consistent with organizational policy, in a form as required by the Board, and subject to satisfactory results of a criminal reference check as determined in the sole discretion of the Board.
- An employment agreement will be executed by the Board Chair and the candidate accepting the position of Chief of Staff.
- The Board may at any time revoke or suspend the appointment of the Chief of Staff, subject to and in accordance with applicable policies, contract provisions, and by-laws.
- If a new Chief of Staff has not been appointed prior to the departure of the incumbent Chief of Staff, the individual approved by the Board to act as interim Chief of Staff during a sudden vacancy shall act as interim Chief of Staff until a new Chief of Staff is appointed.

Short Term Absence

The Chief of Staff will identify a member of the Credentialed Staff to serve as Acting Chief of Staff during any short term absence (e.g. vacation). The Chief of Staff will consult with the Chair on the selection prior to departure.

Notes

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