

Executive Director/Registrar

Emergency Contingency Plan

(Short-Term)

The purpose of this emergency contingency plan is to ensure continuous coverage of executive duties, critical to ongoing operations and organizational stability, in the event of an unplanned extended absence or unexpected permanent departure of the Executive Director/Registrar.

Executive Committee Authority

The Board of Directors provides authority to the Executive Committee to formally appoint an Executive Director/Registrar on an interim basis as needed.

The Executive Committee shall review the Executive Director/Registrar position description every three (3) years and make revisions as necessary to ensure executive responsibilities are consistent with legislative requirements and organizational needs.

Contingency Plan

1. The Executive Committee shall identify one or more possible appointees for the position of Interim Executive Director/Registrar, considering the Coverage Plan developed by the Executive Director/Registrar, as per Appendix A.
2. In the event of an unexpected extended absence/departure of the Executive Director/Registrar, the President shall act as the key spokesperson for the College until an Interim Executive Director/Registrar is appointed.
3. The President shall call a meeting of the Executive Committee within 7-15 days to discuss the implementation of the contingency planning process.
4. The Executive Committee may consider appointing one or more of the individuals identified in the Coverage Plan developed by the Executive Director/Registrar and/or identifying alternate individuals to assume full/partial interim executive duties in order to ensure that all responsibilities outlined in the position description are fulfilled. The Executive Committee shall appoint an Interim Executive Director/Registrar within 15-20 days.
5. The Executive Committee will determine limitations to the Interim Executive Director/Registrar's responsibilities and decision-making authority based on their qualifications and experience. In all circumstances, an Interim Executive Director requires approval from the Executive Committee regarding:
 - Financial decisions over \$5000
 - Termination of staff
 - Issues that may negatively impact the College's reputation in the community

6. The President shall lead the contract development/negotiation for the Interim Executive Director/Registrar considering the following:
 - Compensation for an internal employee appointed to the Interim Executive Director/Registrar position shall consider assigned duties and if appropriate, include a temporary salary increase to the entry level salary of the Executive Director/Registrar position or up to 5% above their current salary, whichever is greater.
 - Compensation for a contracted employee or external candidate shall be negotiated based on assigned duties, qualifications and experience and in accordance with the Executive Director/Registrar salary scale
7. The President shall ensure communication with the Board of Directors, staff, registrants, members, committees and key stakeholders regarding the appointment of the Interim Executive Director/Registrar.
8. The President/Vice-President shall meet/plan with the Interim Executive Director/Registrar within 2 weeks of their appointment to ensure they have the necessary resources and information to support a successful transition.
9. The President/Vice-President shall provide ongoing support to the Interim Executive Director/Registrar as required.

References:

1. *Social Work Profession Act*, Subsection 7(3).
2. Manitoba College of Social Workers By-Laws. Sections 2-6, 6-1, 6-1.1
3. Manitoba College of Social Workers Human Resource Policies
4. Nonprofit Executive Succession-Planning Toolkit. Federal Reserve Bank of Kansas City.
5. Emergency Succession Plan. Center for Nonprofit Advancement. 2006.

Approved by the MCSW Board on June 18, 2020

Executive Director Emergency Contingency Plan

Appendix A – Coverage Plan

The Executive Director shall maintain a coverage plan for consideration by the Executive Committee, to be updated annually, in the event of an unplanned extended absence of the appointed Executive Director/Registrar.

Name:

Title:

Classification:

Name:

Title:

Classification:

Notes:

Signed this (DATE) day of (MONTH), 2020.

Barb Temmerman, MSW, RSW
Executive Director/Registrar