

Executive Director/Registrar

Succession Plan

(Long-term)

The purpose of this succession plan is to ensure continuous coverage of executive duties, critical to ongoing operations and organizational stability, in the event of a 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 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.

Long-Term Succession Plan

1. In the event that long-term succession planning is required, the Executive Committee shall establish a Succession Planning Committee to initiate and carry out the recruitment, hiring and transition process.
2. The Succession Planning Committee shall be comprised of the President and at least two (2) additional members of the Executive Committee. The Executive Committee shall strive to ensure the inclusion of Indigenous representation on the Committee and may appoint additional Board members to the Committee for this purpose, at their discretion.
3. The Succession Planning Committee shall be responsible for:
 - review/revision of the Executive Director/Registrar position description
 - development of an Executive Director/Registrar search strategy and timeline
 - recruitment (advertising, screening, interviewing, selection of candidate for recommendation to the Executive Committee)
4. The Succession Planning Committee shall select the successful candidate and recommend formal appointment by the Executive Committee.
5. The President shall lead the contract development/negotiation commensurate with qualifications and experience and in accordance with the Executive Director/Registrar salary scale.
6. The President shall ensure communication with the Board of Directors, staff, registrants,

members, committees and key stakeholders regarding the appointment of the new Executive Director/Registrar.

7. The Succession Planning Committee shall support the successful transition of new Executive Director/Registrar.

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