

Mitigating an Extended Absence of President & CEO

Date of last revision: April 10, 2014

Date of last review: September 23, 2021

Board Approved: September 23, 2021

POLICY

The NBCC Board of Governors (the Board) is responsible for ensuring that New Brunswick Community College (College) has appropriate, accountable leadership in the event of an extended absence, whether planned or unplanned, of the President and CEO (President).

PROCEDURE

1. BOARD EXPECTATIONS AND ACTIONS

- 1.1. To mitigate the risk of negative impacts to business continuity, the President will ensure that at least two other members of the senior leadership team are familiar with Board and College strategic, tactical and operational matters so that they might be capable of functioning effectively as Acting President for an interim period until such time as the absence may resolve.
- 1.2. If it becomes necessary for the Board to appoint an Acting President, the Board is not limited to the candidates identified by the President.
- 1.3. When the President has planned absences longer than their normal vacation, the President will make a recommendation to the Board concerning who should act for the President.
- 1.4. If the Board determines that the President is unable to perform their duties and responsibilities, the Board may appoint an Acting President. Any "*interim President*" appointed by the Board will be referred to as the Acting President.
- 1.5. To mitigate an unforeseen extended absence of the President, the Board will follow established policy and procedure as set out in Policy # IV.B.1E (Recruitment and Selection of a President & CEO).