

SUCCESSION PLANNING

PURPOSE

Recognizing that changes in management are inevitable, the City of Lethbridge Library Board has established a succession plan to provide continuity in leadership and avoid extended and costly vacancies in key positions. The purpose of this policy is to plan for unplanned vacancies in the CEO position.

PERSONS AFFECTED

Board Trustees/CEO/Library management

POLICY STATEMENT

The Board implements the approved Executive Succession Plan upon an unplanned departure of the CEO.

RESPONSIBILITIES

The Board adopts and reviews an Executive Succession Plan that outlines procedures for succession planning and names at minimum one successor and one alternate for the CEO position.

The CEO is responsible for assessing the leadership and succession needs of the organization to ensure the selection and training of qualified leaders to ensure the ongoing operation of the organization in the event of an unplanned departure of the CEO.

The CEO will present an updated executive succession plan annually to the Board for approval.

APPENDICES

Executive Succession Plan

REVISION HISTORY

- September 12, 2018: Adopted
- April 14, 2021: Revised
- October 9, 2024: Revised