

Board Policy Manual

Policy & Procedure: CEO and Chief of Staff Succession Planning	
Developed By: WHCA Executive Committee	Number: 5-A-2
Category: Oversight of Management	Last Reviewed or Revised Date: May 28, 2026
Approved By: GMCH and NWHC Board of Directors – June 9, 2026	

Policy Statement

To ensure the continuity of leadership of the Wellington Health Care Alliance (Groves Memorial Community Hospital and North Wellington Health Care) there shall be a succession plan in place in the event of the sudden loss, resignation, retirement or termination of the President and Chief Executive Officer (CEO) or Chief of Staff.

Responsibility

A principle responsibility for the Wellington Health Care Alliance (WHCA) Common Board is to ensure the succession plan is effective in the seamless transition of the CEO or Chief of Staff so as not to disrupt the operations of the WHCA.

The reason for a CEO or Chief of Staff departure may fall into two (2) categories:

1. Planned – where the CEO or Chief of Staff resigns or retires with appropriate notice; or
2. Unplanned – where the CEO or Chief of Staff is disabled and is temporarily unable to fulfill their duties, departs with little or no advanced notice, or is terminated with short notice.

Procedure

Approval and Maintenance of the CEO or Chief of Staff succession Plan.

1. The CEO will submit a succession plan to the Executive Committee on the succession annually. The report will include:
 - a. An assessment of the readiness of internal candidates to fill the interim role of the CEO or Chief of Staff.
 - b. Identification of Senior Management Team (SMT) capable of filling the role of Interim CEO or Chief of Staff.
 - c. Appropriate development plans to support the potential candidate's success in fulfilling the interim CEO or Chief of Staff role.
 - d. Activities undertaken throughout the year to promote leadership development and succession planning.

Process for the appointment of the interim President and CEO or Chief of Staff

As soon as possible, the Board Chairs will convene a meeting of the Executive Committee to determine the process for the appointment of an interim CEO or Chief of Staff.

1. The Executive Committee will review the potential candidates for interim CEO or Chief of Staff as presented in the Succession Plan.
2. In the absence of an internal candidate, the Executive Committee will consider other options externally.

Policy & Procedure: CEO Succession Planning	Number: 5-A-2
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3. The Executive Committee will negotiate appropriate compensation for the Interim CEO or Chief of Staff role.
4. The Individual appointed as the interim CEO or Chief of Staff shall have the authority for decision makings as defined by the WHCA Common Board.

The Executive Committee of the WHCA Common Board. is responsible for overseeing and implementing the plan and therefore may engage internal resources (Chief Human Resources Officer) and/or an external recruiter, to assist in conducting an objective and comprehensive assessment of an internal and/or external candidate. The Executive Committee will include in its annual work plan an action item to review the CEO and Chief of Staff Succession Plan and to hold an in-camera discussion of it with the CEO or Chief of Staff.

REVISION HISTORY	
Original Issue Date:	April 25, 2018
Reviewed/Revised Dates:	February 9, 2021 September 26, 2022; JEC approved October 18, 2022, May 28, 2026

APPENDIX A – Succession Plan template