

CEO/Chief Librarian Succession Policy

Policy Number:

Policy Type: Governance

Review Period: 4 years

Approval History: December 19, 2024

References: Appendix A (Hiring Procedure) – *Internal Use Only*

1.0 Purpose

The Board shall approve and have in place a succession strategy and plan for the Board's sole employee, the Chief Executive Officer and Chief Librarian (CEO/CL).

2.0 Practice

At the beginning of each year (January), the incumbent CEO/CL will present a Succession Plan to the Board for its approval. Its purpose is to ensure the continuity of services in the case of a temporary or permanent vacancy in the CEO/CL position. The Plan shall ensure that at least one member of the management team is sufficiently familiar GSPL's governance and operations to assume the duties of the CEO/CL.

3.0 Resignation

When the CEO/CL resigns, the Board will conduct an exit interview. The purpose of the interview is for the Board of Directors to get feedback at minimum on the following:

- What areas of the organization and the Board are considered to be going well
- What areas of the organization and the Board need improvement
- What services or projects have plans that need immediate attention or support
- Recommendations regarding the CEO/CL job description and CEO/CL recruitment

4.0 Recruitment

The Hiring Procedure sets out the steps to be followed in securing a new CEO/CL.

Directors will refer to **Appendix A: Hiring Procedure**