



Governance Process	Ends
Board-CEO Delegation	Executive Limitations

<p align="center"><b>BOARD OF TRUSTEES POLICY</b></p> <p><b>Policy Type:</b> Board-CEO Delegation</p> <p><b>Policy Title:</b> President Succession</p> <p><b>Policy Number:</b> BCD - 5</p> <p><b>Date Adopted:</b> 05/11/20</p> <p><b>Version:</b> 1.0</p> <p><b>Date Last Reviewed:</b> 05/11/20</p> <p><b>Office Responsible:</b> President's</p> <p><b>Reviewing Committee:</b> Board of Trustees</p>
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In its role of assuring organizational performance and continuity, the Board shall take action in the event of a President absence to ensure consistent leadership for the management or the organization and, when necessary, an orderly transition in President succession.

### Short and Long Term Absences

1. The Board considers a short-term absence to be one which is longer than one month and less than six months in which it is expected that the President will return to his or her position once the events that precipitated the absence are resolved. Any absence longer than six months is considered to be a long-term absence.
2. Should an absence of the President arise, the Board will meet as soon as feasible at a special or regular meeting. The Board will review the President's most recent reasonable interpretation for Executive Limitation EL-3 #9.2 (*"Permit the College to be without sufficient organizational capacity and current information about President and Board issues and processes for the competent operation of the organization to continue in the event of sudden loss of President services."*) and #9.2.1 (*"Prepare no fewer than two College executive staff to assume operation of the organization."*).
3. The Board will appoint an Acting President.
  - 3.1. If any of the executive staff designated by the President is unable or unwilling to serve as the Acting President, the Board may engage interim president services.
4. The Acting President will have the same authority and accountability as the President.
5. The Board will determine if it wishes to amend its Executive Limitations in areas of significant organizational risk or increase the frequency of monitoring for any policy or any part of any policy for the period of the absence.
6. In addition to monitoring Acting President performance through the normal cycle of monitoring reports, the Board will provide a summative performance assessment of the Acting President at agreed upon intervals.
7. The Board will determine compensation for the interim appointment.
8. Immediately upon the appointment of the Acting President taking effect, the Board Chair will notice staff, Trustees, the Foundation Board, the Jackson Preparatory and Early College Board and key civic and organizational leaders of the delegation of authority.

## **Return from Absence**

9. The Board and President shall mutually decide upon the schedule for return to the position.
  - 9.1. A reduced schedule for a set period of time is allowed with the commitment of working towards full-time schedule.
10. In the event that either the short term or long term absence entails a medical or other event rendering performance in the position untenable, the Board shall determine the anticipated return to service and/or the inability to do so and the period of time that it is prudent to continue with the interim appointment.
11. In the event that the President notifies the Board that the absence will be permanent, the Board Chair, with input and direction from Trustees, will develop a plan for recruitment and selection.
  - 11.1. Service as Acting President shall not preclude a person from being considered by the Board for permanent appointment as College President.
12. Regardless of the process used, the Board as a whole will approve the person to be appointed President.

Date Of Change	Version	Description of Change	Responsible Party
05.11.20	1.0	First release following Policy Governance consulting work.	Chief of Staff