

BRIEFING REPORT

REPORT TOPIC: Emergency Registrar, CEO Succession Policy (OB 2-80)

REPORT TO: COO Council

REPORT FROM: COO Governance Committee

DATE: December 3rd, 2018

REPORT PURPOSE:

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| <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Decision-Making - Policy Development/Enhancement/Regular Review/Approval <ul style="list-style-type: none"> <input type="checkbox"/> Ends Policy <input checked="" type="checkbox"/> Operational Boundaries Policy <ul style="list-style-type: none"> <input type="checkbox"/> Council-Staff Relationship Policy <input type="checkbox"/> Governance Process Policy <input type="checkbox"/> Council Implementation of Policy <ul style="list-style-type: none"> <input type="checkbox"/> Council-Staff Relationship Policy <input type="checkbox"/> Governance Process Policy | <ul style="list-style-type: none"> <input type="checkbox"/> Monitoring of Registrar, CEO Report <ul style="list-style-type: none"> <input type="checkbox"/> Ends (critical outcomes) Achievement <input type="checkbox"/> Operational Boundaries Compliance <input type="checkbox"/> Council Linkage Report <input type="checkbox"/> Incidental Report <ul style="list-style-type: none"> <input type="checkbox"/> Registrar, CEO <input type="checkbox"/> Council President <input type="checkbox"/> Other: Briefing Report |
|---|---|

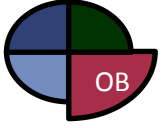
BACKGROUND

The policy topic “Emergency Registrar, CEO Succession” (OB 2-80) is a proposed new policy for COO and falls under the Operational Boundaries policy quadrant. This policy is designed to put operational boundaries and risk tolerances around the operational risks associated with the organization’s readiness to continue successful operations in the face of a sudden loss of Registrar, CEO services. The draft of the proposed policy is outlined in Figure 1 below.

RECOMMENDED MOTION

That the Governance Committee recommends to the Council the approval of the new Emergency Registrar, CEO Succession Policy (OB 2-80) as relevant and current.

**FIGURE 1
PROPOSED NEW POLICY**

POLICY TITLE: EMERGENCY REGISTRAR, CEO SUCCESSION POLICY	POLICY SECTION: OPERATIONAL BOUNDARIES	POLICY NO: 2-80	
APPROVED BY: COUNCIL	REGULAR COUNCIL POLICY REVIEW FREQUENCY: EVERY 4 YEARS	MONITORING OF REGISTRAR, CEO FREQUENCY: EVERY 2 YEARS	MONITORING METHOD: INTERNAL REPORT
DATE APPROVED: <ul style="list-style-type: none"> Reviewed by Governance Committee Nov 7, 2018 Ready for Council approval in Dec 2018 	PRESIDENT'S SIGNATURE:		
DATE REVIEWED / REVISED:			

BACKGROUND

It is important for the College of Opticians of Ontario (COO) to have sufficient organizational capacity for the continuous competent operation of the organization in the event of the sudden loss of the Registrar, CEO services.

PURPOSE

To outline the Council's expectations of and risk boundaries for the Registrar, CEO regarding emergency Registrar, CEO succession.

POLICY

In order to protect the Council and COO from such a sudden loss and to provide for robust business continuity, the Registrar, CEO shall not have less than one (or more) other senior staff member(s) familiar with Council and Registrar, CEO processes and issues.

Specifically, the Registrar, CEO shall not operate without:

1. Ensuring one or more senior staff member(s) are familiar with Council and Registrar, CEO processes and issues, and are capable of assuming Registrar, CEO responsibilities on an emergency basis until an interim successor or a permanent Registrar, CEO is hired by the Council.
2. Keeping the President (on behalf of the Council) informed of any major organizational problems and issues.
3. Maintain COO administrative policies, procedures, and business records in an organized and accessible manner.