



<b>Policy Code – Version: G18 – V2</b>	
<b>Policy Name: Succession Planning</b>	
<b>Approved</b> by motion of Board on	26/10/2015
<b>Re-approved</b> by motion of the Board on	24/02/2020
<b>Cross Reference</b>	
<b>Related Forms</b>	

**Policy Statement**

1. The OSTA recognizes that succession planning is an essential element to ensure it is capable of continuing daily operations as well as to be prepared for long-term strategic planning and business transformation. To this end, the OSTA is committed to developing a proactive succession plan.
  
2. OSTA’s succession plan for Board Directors shall:
  - a. Provide a strategy in the event of unexpected absence;
  - b. Include an orientation program that describes roles and responsibilities for each position;
  - c. Identify potential replacements for key executive positions;
  - d. Ensure Directors have alternating terms on the Board such that there is continuity of representation from Member School Boards from year to year;
  - e. Ensure that individuals with at least one year of experience on the OSTA Board of Directors be nominated to be President or Chairperson.
  
3. OSTA’s succession plan for staff shall:
  - a. Provide a strategy in the event of unexpected absence;
  - b. Include a cross-training program that describes roles and responsibilities for each position, and allows for employee growth and development in their job and leadership skills, as well as preparation in the event an unexpected vacancy occurs;
  - c. Describe employee interest and competency to perform various roles; and provide a snapshot of the progress of prospective employees currently being trained for positions.

d. Identify potential internal replacements for various positions.

4. OSTA shall review and reflect on succession planning on an annual basis.

### Procedure

#### 1) Board of Directors

- a. Annually, staff will verify Board Member appointments to track individual Directors' terms to ensure consistent representation from both Member Boards.
- b. Officer appointments will be noted as well.
- c. OSTA By-Laws provide for temporary or acting replacement of President by Vice-President. Another Director may take the acting position as VP, as voted by the Board. The Secretary and/or Treasurer may hold both offices, if required.
- d. Directors are generally appointed for a period of two terms, except after a new election. During this time, a Director may be appointed for only one year if it preserves the over-lapping of terms.
- e. Orientation Package for new Directors includes copies of agreements, open session minutes for the previous year, Board Member Directory, Strategic Plan, and other documents.

#### 2) Staff

- a. **Organizational Chart** – Describes all the positions within the OSTA organization.
- b. **Job Descriptions** – List of each position's role and responsibility within the organization, as well as required qualifications as the position relates to Organizational Chart.
- c. **Cross-Training, Growth and Development Program** – Identifies the key skills necessary to perform the basic requirements of any short-term job assignment.
- d. **Organization Succession Plan** – Identifies potential replacements in the event of unexpected or short-term absences, as well long-term placements.
- e. **Cross-Training and Succession Plan Profile** – Identifies individual employees' career goals and interest in progressing within the OSTA organization.
- f. **Cross-Training Checklist** – Identifies employee's current skills and those requirement further development in preparation for their next position in the organization.
- g. **Training Plan** – Annually developed by GM and HR Consultant that identifies group training for staff, as well as individual training plan to address development needs as identified in the Cross-Training Checklist. Confirmation of acquired training is also tracked on this document.