EXECUTIVE POLICY APPENDIX 12.0A
Administrative Procedure for Acting Executive Director

This Administrative Procedure supports Executive Policies 4.0 and 12.0

PURPOSE AND SCOPE

- **Goal:** Clear lines of contact and reporting for staff and Executive while keeping daily work moving without delay during planned or sudden short leaves usually for reasons of vacation, meetings, conferences or short-term illness/surgery where the Executive Director will not or cannot be in daily contact, and/or will not or cannot access documents, Wi-fi, etc. to complete Association business.
- **Time frame:** Applies to absences lasting from 1 day up to 30 days.
- **Role:** Appoints a senior management member to the temporary duties of Acting Executive Director.

INITIATING THE PROCEDURE

- **Planned leave (Example: vacation, conference/meeting or medical leave):**
  - The Executive Director names the Acting Executive Director prior to their short leave.
  - A notice is sent to the Executive and staff advising of the Acting Executive Director and timeframe.
- **Unplanned leave (sudden illness or emergency):**
  - Senior management notifies the President.
  - Acting Executive Director appointed (short time frame is determined) or Emergency Succession Plan initiated for Interim Executive Director

DELEGATION OF AUTHORITY

- **Decision-making:** The Acting Executive Director handles regular daily operations for the Association.
- **Exclusions:** Long-term strategic plans, hiring and termination of permanent staff, major financial expenditures/decisions or changing core policies/procedures are prohibited without the approval of the Executive.
- **Financial limits:** The acting Executive Director assumes financial approvals and signing authority based on the current financial signing policy.