



## **EMERGENCY LEADERSHIP PLAN**

**Convention Administrator**

**The Ontario Association of Agricultural Societies  
EMERGENCY LEADERSHIP PLAN – Convention Administrator**

**1. Approval and Maintenance of Records**

**1.1 Purpose:**

The Board of Directors of the **Ontario Association of Agricultural Societies (OAAS)** has developed this Emergency Leadership Plan to be implemented in the event of an unforeseen absence of its Convention Administrator.

Copies of the Emergency Leadership Plan are in place and will be held by the:

- President, Ontario Association of Agricultural Societies
- Chair, Governance Committee, Ontario Association of Agricultural Societies
- Convention Administrator, Ontario Association of Agricultural Societies
- Office Manager, Ontario Association of Agricultural Societies

Primary responsibility for the collection of data and ongoing maintenance of the document rests with the Governance Committee who will work with the Convention Administrator as necessary. This committee will review the Emergency Leadership Plan annually and report to the Board of Directors.

**2. Definitions**

**2.1 Terms/ Time frame of the Plan:**

This Emergency Leadership Plan has been developed in the event of an absence of the Convention Administrator for a period of:

Short-Term Absence: A temporary, unexpected, short term absence of three months or less due to accident, injury, illness or family leave.

Long Term Absence: A temporary, unexpected, long term absence of 4 to 12 months due to accident, injury, illness or family leave.

Permanent Absence: An immediate, permanent absence due to immediate resignation, termination or sudden death.

**3. Lines of Authority**

**3.1 Appointment of the Acting Convention Administrator**

In the event of an unplanned absence of the Convention Administrator, the Board President will be immediately notified of the absence. The President shall inform the Executive Committee, Board of Directors and staff of the Ontario Association of Agricultural Societies of the nature of the absence as soon as possible/ convenient.

In the event of an unplanned short term absence or long term absence of the Convention Administrator, the Board of Directors of the Ontario Association of Agricultural Societies authorizes the Board President, by Board motion, to implement the terms of this Emergency Leadership Plan. The President shall convene a meeting of the Executive Committee as soon as possible to implement the procedures as follows:

During planned absences by the Convention Administrator of one month to three months:

- A. The OAAS Board will appoint an ad-hoc committee (Acting Convention Administrator) for all day-to-day operations of the Convention.
- B. The ad-hoc committee will be empowered to deal with any situations arising during the Convention Administrator's absence which materially impact on the ENDS of the organization.

**3.1.2** In the event of a permanent absence (by retirement, death, resignation, or removal from office) of the Convention Administrator, the Board of Directors of the Ontario Association of Agricultural Societies authorizes the Board President, by Board motion, to implement the terms of this Emergency Leadership Plan. The President shall convene a special meeting of the Board as soon as possible to implement the procedures as follows:

Upon approval of the Board the Executive Committee will then initiate the replacement process as follows:

- A. Establishment of qualifications and selection criteria.
- B. Review of contractual parameters.
- C. Set up an interviewing/selection process.
- D. Advertise the position.
- E. Determine the successful candidate.
- F. Negotiate terms and conditions of contract.

### **3.2 Authority and Restrictions of the Acting Convention Administrator Committee**

The ad-hoc committee appointed will have the same authority for decision-making and independent actions as the permanent Convention Administrator.

- The Board President will act as the official OAAS spokesperson.
- The Board President, in consultation with the ad-hoc committee, will be empowered to deal with any situations arising during the Convention Administrator's absence which materially impact on the ENDS of the organization.

### **3.3 Oversight, Orientation and Support of the Acting Convention Administrator Committee**

The Board of Directors of the Ontario Association of Agricultural Societies will have the responsibility for monitoring the work of the ad-hoc committee, providing orientation in the new role and for being alert to any special support needs that may arise in this temporary leadership role.

Specific orientation will take place as soon as possible upon the naming of an Acting Convention Administrator Committee and will be done by the:

- President
- Executive Committee

The Board of Directors will provide ongoing support to the ad-hoc committee through the Board President and Executive Committee. The Board President and Executive Committee will meet regularly as required with the ad-hoc committee to provide support as needed.

### **3.4 Duties of the Acting Convention Administrator Committee**

The Acting Convention Administrator Committee's functional responsibilities include the following areas:

- Administration
- Public Relations, Marketing and Business Development
- Communications
- Other Duties deemed by Board

## **4. Human Resource Issues**

### **4.1 Compensation for the Acting Convention Administrator Committee**

Compensation for the ad-hoc committee will be negotiated between the HR Committee with Board approval and the individuals being considered for the ad-hoc committee positions.

## **5. Stakeholder Management**

### **5.1 Internal Communication Plan**

The Board President will notify the Executive Committee, Board of Directors and staff of the Ontario Association of Agricultural Societies of the delegation of authority to the Acting Convention Administrator Committee as follows:

Notification (Type)	What will be shared? (Why)	From Whom/ To whom?
Notification of Absence	-Absence -Timing (when and for how long)	President to the Board and staff of the OAAS

	-Reason if appropriate	
Announcement of Acting Convention Administrator	-Who -From where -Timing (start date and for how long) -Rationale if appropriate	President to the Board and staff of the OAAS
Addition of, or change in salary information	-Addition to salary schedule/ change in salary -Timing (start date and for how long)	President to the Convention Administrator Committee
Notification of changes to organization authorizations	Changes in organization authorizations	ad-hoc committee to contact appropriate institutions, agencies and funders

## 5.2 External Communication Plan

As soon as possible after the transition, the Board President and ad-hoc committee will notify the following external stakeholders of the temporary change in leadership and delegation of authority to the ad-hoc committee as follows:

Notification (Type)	What will be shared? (Why)	From Whom/ To whom?
Notification of change in leadership and delegation of authority to the ad-hoc committee	-Acting Convention Administrator, Introduction -Timing (start date and for how long);	President and Acting Convention Administrator Committee to key funding stakeholders including: <ul style="list-style-type: none"> <li>• OMAFRA/ other Ministries as necessary</li> <li>• OAAS Members</li> </ul>
Notification of change in leadership	-ad-hoc committee Introduction -Timing (start date and for how long);	Ad-hoc committee and Office Manager to key service providers including: <ul style="list-style-type: none"> <li>• Website service providers</li> <li>• Computer service providers</li> </ul>

## 6. Operational Issues

### 6.1 Daily Operations

It is not anticipated that the organization's services will need to be temporarily reduced or restricted due to a short term, long term or permanent absence of the Convention Administrator.

## **6.2 Emergency Information and Contact Inventory**

### **6.21 Convention Information/ Location**

- Convention Manual – Committees, Roles

### **6.22 Financial Information Location**

- Budget – Current organization budget is located
- Computer and Software Passwords – Located with Office Manager and President
- Organization Credit Cards

### **6.23 Funding/Sponsorship Agreements In Place**

- Service Members
- Tradeshow
- Competition Sponsors

### **6.24 Other Agreements In Place**

- Hotel/Conference Centre
- Printers/Publications
- Staging
- Audio/Visual/IT

### **6.25 Computer Service (Information Technology) Provider**

- Audio/Visual/IT

**7.00 Completion and Approval**

The development of this Emergency Leadership Plan was undertaken by the Governance Committee of the OAAS and then reviewed and adopted by resolution of the Board of Directors of the Ontario Association of Agricultural Societies.

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
President, OAAS

\_\_\_\_\_

\_\_\_\_\_  
Chair, Governance Committee

\_\_\_\_\_  
Convention Administrator

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**EMERGENCY LEADERSHIP PLAN NOTES:**

1. Adopted by Resolution of the Board of Directors –

## **SCHEDULE #1**

### **CONVENTION ADMINISTRATOR JOB DESCRIPTION**

January 2018

As Convention Administrator your duties and responsibilities are outlined as follows, but are not limited to the following:

- i. Convention Administration
  - Completing the manual for June 30, 2018
- ii. Convention Communications
  - Completing the manual for June 30, 2018
- iii. Convention Evaluation
- iv. Other Duties as deemed necessary by the Executive and Board from time to time