



STAFF SUCCESSION PLAN

Manager

**The Ontario Association of Agricultural Societies
STAFF SUCCESSION PLAN
Manager**

1. Approval and Maintenance of Records

1.1 Purpose:

The Board of Directors of the **Ontario Association of Agricultural Societies (OAAS)** has developed this Staff Succession Plan to be implemented in the event of an unforeseen absence of its Manager.

Copies of the STAFF SUCCESSION Plan are in place and will be held by the:

- President, Ontario Association of Agricultural Societies
- Chair, HR Committee, Ontario Association of Agricultural Societies
- Manager, Ontario Association of Agricultural Societies

Primary responsibility for the collection of data rests with the HR Committee, and ongoing maintenance of the document rests with the Governance Committee, who will work with the Manager, as necessary. The Governance Committee will review the STAFF SUCCESSION Plan annually and update as needed

1.2 Timelines

1.2.1 Employee will submit a copy of the '**Emergency Information and Contact Inventory**' document to the Chair of the HR Committee:

- Two (2) months after the start of employment
- March 31st annually
- Any time that there are any changes to the employee's information

1.2.2 Governance Committee will review the STAFF SUCCESSION Plan and the '**Emergency Information and Contact Inventory**' document annually prior to December 31st.

If changes are made to the '**Emergency Information and Contact Inventory**' document, every effort will be made to provide an updated version of the current copy on file rather than the updated blank form to the employee to complete.

2. Definitions

2.1 Terms/ Time frame of the Plan:

This STAFF SUCCESSION Plan has been developed in the event of an absence of the Manager for a period of:

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

Long Term Absence: A temporary, long term absence of greater than 3 months due to accident, injury, illness, maternity/parental 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 Manager Committee/Acting Manager**

In the event of an absence of the Manager, 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.

During the absence by the Manager of **more than one week and less than one month** – the following process will be put in place:

- A. Set up 'out of office' on Manager's email and phone and direct urgent inquires to the OAAS President and/or Convention Administrator. In consultation with the Executive Committee, they will determine what action is required.

During the absences by the Manager of **one month to three months**, the President shall convene a special meeting of the Board as soon as possible. The Board of Directors of the Ontario Association of Agricultural Societies, by Board motion, will implement the terms of this STAFF SUCCESSION Plan.

- A. The OAAS Board will appoint an ad-hoc committee (Acting Manager Committee) - for all day-to-day operations of the Organization. (Committee should include, but not limited to, Convention Administrator, Chair of Finance, and allow for the option to include/hire someone with necessary experience to deal with specific tasks i.e. book-keeping)
- B. The OAAS Board (Executive Committee) in conjunction with the ad-hoc Committee will determine the list of essential roles and responsibilities of the Manager that will be the ad-hoc Committee's priorities.
- C. The ad-hoc Committee will be empowered to deal with any situations arising during the Manager's absence which materially impact on the ENDS of the Organization.

In the event of a temporary absence (by illness, disability, maternity/parental leave, etc.) of **greater than three months** of the Manager, the President shall convene a special meeting of the Board as soon as possible. The Board of Directors of the Ontario Association of Agricultural Societies, by Board motion, will implement the terms of this STAFF SUCCESSION Plan.

- i) Appoint an Acting Manager Committee/Acting Manager as per section **3.1 Appointment of the Acting Manager Committee/Acting Manager** to carry out the duties of the Manager until an interim can be hired.
- ii) Upon approval of the Board, the HR Committee will then initiate the interim process to select an Acting Manager as follows:
 - A. Establishment of qualifications and selection criteria.
 - B. Review of contractual parameters.
 - C. Determine the length of contract

- D. Set up an interviewing/selection process.
- E. Advertise the position.
- F. Determine the successful candidate.
- G. Negotiate terms and conditions of contract.

3.1.1 Authority and Restrictions of the Acting Manager Committee/Acting Manager

The ad-hoc Committee appointed will have the same authority for decision-making and independent actions as the permanent Manager.

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

3.1.2 Oversight, Orientation and Support of the Acting Manager Committee/Acting Manager

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 the Acting Manager 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, at least weekly, with the ad-hoc Committee to provide support as needed.

3.1.3 Duties of the Acting Manager Committee/Acting Manager

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

- Administration
- Communications and Record Keeping
- Finances and Bookkeeping
- Other Duties deemed by Board

3.2 Appointment of the new Manager

In the event of a ***permanent absence*** (by retirement, death, resignation, or removal from office) of the Manager, the President shall convene a special meeting of the Board as soon as possible. The Board of Directors of the Ontario Association of Agricultural Societies, by Board motion, will implement the terms of this STAFF SUCCESSION Plan.

- i) Appoint an Acting Manager Committee/Acting Manager as per section **3.1 Appointment of the Acting Manager** to carry out the duties of the Manager until a permanent can be hired.
- ii) Upon approval of the Board, the HR Committee will then initiate the permanent 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.

4. Human Resource Issues

4.1 Compensation for the Acting Manager Committee/Acting Manager

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

4.2 Compensation for the new Manager

Compensation for the new Manager will be negotiated between the HR Committee with Board approval and the individual being considered for the Manager position.

5. Stakeholder Management

5.1 Internal Communication Plan

5.1.1 Temporary absence

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 Manager Committee/Acting Manager as follows:

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

5.1.2 Permanent absence

The Board President will notify the Executive Committee, Board of Directors, and staff of the Ontario Association of Agricultural Societies of the absence/hiring of the Manager as follows:

Notification (Type)	What will be shared? (Why)	From Whom/ To whom?
Notification of Absence	-Absence -Timing (when and for how long) -Reason if appropriate	President to the Board and staff of the OAAS
Announcement of Acting Manager Committee/Acting Manager	-Who -From where -Timing (start date and for how long) -Rationale if appropriate	President to the Board and staff of the OAAS
Announcement of Manager	-Who -From where -Timing (start date) Rationale if appropriate	President to the Board and staff of the OAAS
salary information	-Addition to salary schedule/ change in salary -Timing (start date)	HR Committee to the Board
Notification of changes to organization authorizations (cheque signing authority, etc.)	Changes in organization authorizations	President to contact appropriate institutions, agencies and funders Copy of minutes with motion(s) would be required for banking.

5.2 External Communication Plan

5.2.1 Temporary absence

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 Manager Committee/Acting Manager, Introduction -Timing (start date and for how long);	President to key funding stakeholders, including: <ul style="list-style-type: none"> • OMAFRA/ other Ministries as necessary • OAAS Members
Notification of change in leadership	-ad-hoc committee/Acting Manager introduction -Timing (start date and for how long);	President to key service providers including: <ul style="list-style-type: none"> • Auditors • Website service providers

		<ul style="list-style-type: none"> • Computer service providers • Banking Copy of minutes with motion(s) would be required for banking.
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5.2.2 Permanent absence

The Board President will notify the Executive Committee, Board of Directors, and staff of the Ontario Association of Agricultural Societies of the hiring of the Manager as follows:

Notification (Type)	What will be shared? (Why)	From Whom/ To whom?
Notification of change in leadership	-Manager Introduction. -Timing (start date)	President to key funding stakeholders, including: <ul style="list-style-type: none"> • OMAFRA/ other Ministries as necessary • OAAS Members
Notification of change in leadership	-Manager introduction: -Timing (start date)	President and Manager to key service providers, including: <ul style="list-style-type: none"> • Auditors • Website service providers • Computer service providers • Banking Copy of Motion for New Hire would be required for banking.

6. Operational Issues

6.1 Daily Operations

It is possible that the Organization's services or programs will need to be temporarily reduced or restricted due to a short term absence of the Manager.

It is not anticipated that the Organization's services or programs will need to be temporarily reduced or restricted due to a long term or permanent absence of the Manager.

6.2 Emergency Information and Contact Inventory

6.2.0 Manager Emergency Contact Information

- Primary Contact
- Secondary Contact

- Allergies

6.2.1 Nonprofit/ Charitable Status/ Organization Information/ Location

Bylaws – Current, updated document is located

- Board Policies and Procedures – Current, updated document is located
- Minute Book – Meeting minutes are located on the
- Corporate Seal –
- Organization Strategic Plan – Current, updated document is located
- OAAS Crisis Communications Plan – Current, updated document is located

6.2.2 Chartered Accountant

6.2.3 Banking Institution

6.2.4 Investments

6.2.5 Payroll Service Provider

6.2.6 Financial Information Location

- Employer/ Business Number –
- Budget – Current organization budget is located
- Financial Statements – Current and audited Financial Statements are located on
- Blank Cheques -
- Computer Passwords -
- Donor Records-
- Employee Records -
- Suppliers/ Providers -
- Organization Credit Cards -

6.2.7 Other Agreements in Place

6.2.8 Legal Counsel

6.2.9 Internet Service Provider (ISP)

6.2.10 Telephone Service Provider

6.2.11 Telephone Service Provider (Landline)

6.2.12 Telephone Service Provider (Cell)

6.2.13 Email Service Provider

6.2.14 Website Host

6.2.15 Social Media Passwords

- Facebook
- Twitter
- Instagram

6.2.16 Domain Name Registration

6.2.17 Computer Service (Information Technology) Provider

6.2.18 Office Facilities Information

6.2.19 Insurance Information

6.2.20 General Liability/ Commercial

6.2.21 Directors and Officers Liability

6.2.22 Other Access

6.2.23 Other Access – Organization memberships

6.2.24 Other Access - Miscellaneous

7. Completion and Approval

The development of this STAFF SUCCESSION 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

Manager

STAFF SUCCESSION PLAN NOTES:

1. Adopted by Resolution of the Board of Directors –

SCHEDULE #1

MANAGER JOB DESCRIPTION

as of November 2019

Your duties and responsibilities are outlined as follows, but are not limited to the following:

i) Administration

- Maintain the Head Office and official documents of the OAAS
- Attend meetings of the Executive Committee and Board of Directors as required
- Oversee arrangements for locations, rooms, meals etc. for Executive and Board meetings
- Ensure proper notification of all meetings as per OAAS policies and procedures
- Ensure preparation and circulation of agendas and meeting materials in consultation with President
- Record, prepare and distribute minutes, including action sheets, as per OAAS policies and procedures
- Assist the Convention Administrator and Convention Committees as directed
- Monitor drafted policies and provide advice as to how they affect approved policies.

ii) Communications and Record Keeping

- Manage all correspondence, inquiries, and requests from member associations in a responsible, efficient, and timely manner
- Advise President and Executive of all issues, and concerns as they become known
- Inform President and Executive of all pertinent correspondence and inquiries
- Develop and maintain accurate databases of directors, associate directors, service members, member Agricultural Societies, etc.
- Prepare Gazette – 2 times / year
- Oversee OAAS Website and ensure it is kept current and up-to-date
- Manage, and distribute all OAAS certificates, Judging Standards Books and promotional material as needed
- Develop position statements on current issues on behalf of the OAAS for approval of the Board
- Working with Convention Administrator to prepare the AGM Report
- Monitoring of OAAS Social Media sites

iii) Finances and Book keeping

- Responsible for all accounting and book keeping of the Association
- Maintain accurate and up-to-date lists of accounts receivable, accounts payable, and all disbursements
- Prepare draft annual budget in collaboration with Finance Committee and submit for approval of Board at Fall Meeting
- Assist Board of Directors in achieving its financial objectives through

preparation of annual budget, scheduling expenditures, analyzing variances, and initiating corrective action when necessary.

- Complete and file corporate income tax form(s) and HST return(s) with Revenue Canada annually
- Undertake and provide detailed bank reconciliation bimonthly
- Provide a written Manager Report at all Board meetings and provide a verbal report at Executive and Finance Meetings.
- Ensure audited year-end statements are available for publication in annual report
- Work closely with accounting firm doing the OAAS annual financial review

iv) Other duties as deemed necessary by the Executive and Board from time to time