BOARD OF GOVERNORS

PRESIDENT SUCCESSION PLAN AND SEARCH PROCESS

2021

1. SUCCESSION PLAN

As the President's position is central to the ongoing stability of the College, the Board of Governors has a process in place to mitigate risk and to ensure continuity. The process will cover a planned or unplanned temporary or permanent absence. It is the president's responsibility to inform the board chair of temporary absence, and with eight months notice for resignation. As soon as possible, the board chair will inform the board and convene a meeting of the Board Executive Committee.

Planned or Unplanned Temporary Absence Procedures

In both cases, the absence is of fixed duration, and the president plans to return once the event is over. For a planned absence, such as vacation or work related travel, the president appoints an acting president for the duration from the College Executive Team. For unplanned absence such as sudden illness, where the president is unable to appoint an acting president, the Board Chair will ask a member of the College Executive Team to assume the acting position.

2. PRESIDENT SEARCH PROCESS FOR A PLANNED RESIGNATION

The Board Executive Committee is responsible for making recommendations to the board on the employment of the president including the selection process and the president's contract as per the 'Board of Governors Executive Committee Terms of Reference'.

The board, based on recommendations from the Executive Committee, will appoint a Search Committee that includes representatives from across the college that could include: the board chair and vice chair, and two appointed board members, a student board member, and the support staff and faculty board members. The core Search Committee should be small due to the opportunities for input that take place during the process. Administrative support will be provided by the VP Administration & CFO and the Executive Assistant to the Board.

- They will begin the process at least six months in advance.
- The Search Committee will establish their mandate and discuss the process for the search based on this document.
- The Search Committee will review the profile for the president. The profile was updated in 2021 using wide consultation throughout the college community.
- The committee will release a 'request for proposals' for a search firm.
- The Board Chair will be the main contact for the search firm.
- The Search Committee will report to the board regularly.
- The Search committee will work directly with the search firm to finalise the process and timelines based on best practice (typically long list / interviews / shortlist / interviews / stakeholders).
- A communication plan will be put in place to inform the college community of the process with the assistance of the Executive Director of Communications and Marketing.
- Finalists are determined (typically between two to four). Each of the finalists will have a day on campus to meet with various college stakeholder groups (examples are the Senior Leadership Council, Student Society, CUPE, Faculty, BCGEU, Indigenous group, and the board). Feedback is gathered from all of the participants. The search firm provides the Search Committee with information from stakeholders and references.
- A small number of the Search Committee members may also meet with the final candidates individually in a social setting.
- The Search Committee makes a recommendation to the board.
- The new President's contract is developed in conjunction with the Board Chair and the Executive Director of Human Resources working with the Public Sector Employers' Council.
- A public announcement will then be made.

President Search Committee

Mandate

The President Search Committee has been formed to conduct the search for a new President for Camosun College. It operates as a committee of the Board of Governors. The mandate given to the Committee by the Board of Governors is as follows:

- The committee will have seven members, and will be supported by the Board's Executive Assistant.
- The Chair of the committee will be the Chair or Vice Chair of the board.
- If at any point during the process the committee feels it would be in the College's best interest, it may expand the membership of the committee.
- The committee will work with the executive search firm hired by the Board Executive to conduct the search.
- The selection and hiring of a new president is key to the ongoing success of Camosun College. The person selected must not only have the technical and leadership skill sets needed but also be a cultural fit with the college.
- Camosun has a culture of openness and transparency. The committee will report back to the Board of Governors on a regular basis. It will also have a communications plan to provide regular updates to the college community. These communications will respect any confidentiality requirements of prospective candidates.
- After the initial period of consultation it is expected that the committee will operate discreetly with the search firm until there a short list (number to be determined by the committee) of potential candidates. At that point the committee will seek wider input from the college community – stakeholders while respecting candidate confidentiality.
- At the end of the process the committee will make a recommendation to the Board of Governors of a new Camosun College president.
- The committee will make a recommendation as to the terms for a potential contract.
- The Board of Governors may interview the finalist candidate(s) before any final decision if needed.
- The final approval and hiring of the president will be done by the Board of Governors.

Chair of the Search Committee (Chair and Vice Chair of the Board)
Appointed Board members, two
Student Board representative
Support Staff representative
Faculty Board representative
Support: Executive Assistant to the Board and VP Administration

PRESIDENT SEARCH COMMITTEE

Milestone Meetings

Search Kick Off

Calibration Meeting

Long List Meeting

Short List Meeting

Interviews

Day for each final candidate - site meetings with College Community

Social meetings with individual candidates

Selection Meeting

Full Board – Decision

Contract signing and announcement

Resources:
Board Executive Committee Terms of Reference