

**Bill Reid Foundation**  
**Area:** Limitations Policies  
**Specific:** Emergency Succession

Date Adopted: December 8, 2016

In order to ensure consistent service in the event of a sudden loss or extended unavailability of the Director and CEO, the Director and CEO shall not fail to have a written emergency succession plan in place.

This plan must ensure that no fewer than two other staff are generally familiar with the role and work of the Director and CEO.

The plan must make provision for immediate communication with the Board in the event that it is put into effect.