

<b>Policy Number:</b>	<b>1.2.1 Emergency Principal Replacement</b>
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**Relevant Statutory / Regulatory Linkages:** Governance Policy 1.5.1 – Principal Executive Limitations/Requirements

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**Policy Statement (Intent and Scope)**

When the Principal becomes sick, deceased or otherwise unavailable on an unscheduled and uncovered basis to fulfill the position’s responsibilities, and no designated Principal has been identified (e.g. not for vacations, training sessions or normal sick or bereavement leave coverage), the Board Executive Committee, will have the authority to appoint an Interim Principal.

1. A staff person or Director, upon finding out that the Principal is not able to continue to fulfill the position’s responsibilities, is to immediately contact the Chair or Vice Chair who then has responsibility to enact the Principal Emergency Replacement Program.
2. The Chair or Vice Chair of the Board will call an immediate Executive Committee meeting and appoint an Interim Principal from amongst the senior staff team, identifying appropriate Executive Limitations/Requirements, tenure duration and other factors as may be relevant and known at the time.
3. The Executive Committee will assess the incumbent Principal’s situation in terms of duration of an absence and / or ability to return to the position, and then undertake the following actions:
  - 3.1. Immediately communicate to all members of the Board of Directors the emergency replacement initiative and the actions taken.
  - 3.2. Have prepared and distributed appropriate internal and external communications, dependant on the circumstances of the situation.
  - 3.3. Monitor the Interim Principal’s activities on a minimum monthly basis, and continue to monitor as relevant, the incumbent Principal’s circumstances.
4. If the incumbent Principal is not able to continue in the position for any reason after a reasonable length of time as determined by the Executive Committee, the Committee will undertake a recommendation to the Board of Directors on the need for and the strategy / process to secure a new Principal.

**Monitoring Report Requirements (Frequency, Content, etc.)**

The Chair or designate is:

1. To report to the Board immediately upon the appointment of an Interim Principal by the Committee.
2. To report at each subsequent Board of Director’s meeting on the current status of the situation and the actions being taken.

3. To make a recommendation to the Board of Directors for their consideration related to the possible need and process for selecting a new Principal.

### **Glossary of Key Policy Terms**

Emergency Replacement Constitutes a situation where the Principal is scheduled to be at work/on duty, and they experience a health, accident or other circumstance that will not allow the individual to fulfill the roles and responsibilities of the Principal position and no short-term position coverage has been arranged by the Principal. This situation would also occur if the Principal was to disappear and his/her whereabouts was unknown, or became deceased unexpectedly.