



STAFF SUCCESSION PLAN

Convention Administrator

**The Ontario Association of Agricultural Societies
STAFF SUCCESSION 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 Staff Succession Plan to be implemented in the event of an unforeseen absence of its Convention Administrator.

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
- Convention Administrator, 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 Convention Administrator, 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 start of employment
- March 31st annually
- Any time that there are any changes to the 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 Convention Administrator 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 Convention Administrator Committee/Acting Convention Administrator**

In the event of an 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.

During the absence by the Convention Administrator **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 Convention Administrator's email and phone and direct them to contact Manager or OAAS President for urgent matters. In consultation, with Executive Committee, they will determine what action is required.

NOTE: Measures invoked should bear in mind the timing of the absence in relationship to the Convention dates and workload.

During absences by the Convention Administrator 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 Convention Administrator Committee) for all day-to-day operations of the Convention. (Committee should include, but not limited to, Manager, Chairs of all Convention Committees)
- B. The OAAS Board (Executive Committee) in conjunction with the ad-hoc committee will determine the list of essential roles and responsibilities of the Convention Co-ordinator 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 Convention Administrator'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 Convention Administrator, 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 Convention Administrator Committee/Acting Convention Administrator as per section **3.1 Appointment of the Acting Convention**

Administrator Committee/Acting Convention Administrator to carry out the duties of the Convention Administration until an interim can be hired.

- ii) Upon approval of the Board, the HR Committee will then initiate the temporary process to select an Acting Convention Administrator 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 Convention Administrator Committee/ Acting Convention Administrator

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 in the absence of the Convention Coordinator.
- 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.

3.1.2 Oversight, Orientation and Support of the Acting Convention Administrator Committee/ Acting Convention Administrator

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, at least weekly, with the ad-hoc committee to provide support as needed.

3.1.3 Duties of the Acting Convention Administrator Committee/ Acting Convention Administrator

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

3.2 Appointment of the new Convention Administrator

In the event of a **permanent absence** (by retirement, death, resignation, or removal from office) of the Convention Administrator, , 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 Convention Administrator Committee/Acting Convention Administrator as per section **3.1 Appointment of the Convention Acting Administrator** to carry out the duties of the Convention Administrator 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 Convention Administrator Committee/ Acting Convention Administrator

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 Convention Administrator

Compensation for the new Convention Administrator will be negotiated between the HR Committee with Board approval and the individual being considered for the Convention Administrator 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 Convention Administrator Committee/ Acting Convention Administrator as follows:

Notification (Type)	What will be shared? (Why)	From Whom/ To whom?
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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 Convention Administrator Committee/ 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 Acting Convention Administrator 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 Convention Administrator 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 Convention Administrator Committee/ 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
Announcement of Convention Administrator	-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 Board

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	-Acting Convention Administrator Committee/	President to key funding stakeholders including:

delegation of authority to the ad-hoc committee	Acting Convention Administrator Introduction -Timing (start date and for how long);	<ul style="list-style-type: none"> • OMAFRA/ other Ministries as necessary • OAAS Members
Notification of change in leadership	-ad-hoc committee Introduction/ Acting Convention Administrator -Timing (start date and for how long);	Ad-hoc committee and Manager to key service providers including: <ul style="list-style-type: none"> • Website service providers • Computer service providers

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 Convention Administrator as follows:

Notification (Type)	What will be shared? (Why)	From Whom/ To whom?
Notification of change in leadership	- Convention Administrator 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	- Convention Administrator introduction; -Timing (start date)	President and Manager to key service providers including: <ul style="list-style-type: none"> • Website service providers • Computer service providers

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

6.2.0 Conventions Administrator Emergency Contact Information

- Primary Contact
- Secondary Contact
- Allergies

6.2.1 Convention Information/ Location

- Convention Manual – Committees, Roles

6.2.2 Financial Information Location

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

6.2.3 Funding/Sponsorship Agreements in Place

- Service Members
- Tradeshow
- Competition Sponsors

6.2.4 Other Agreements in Place

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

6.2.5 Computer Service (Information Technology) Provider

- Audio/Visual/IT

6.2.6 Social Media Passwords

- Facebook
- Twitter
- Instagram

6.2.7 Storage Unit

- Location and unit number
- Location of key to access unit

6.2.8 Internet Service Provider (ISP)**6.2.9 Telephone Service Provider****6.2.10 Telephone Service Provider (Landline)****6.2.11 Telephone Service Provider (Cell)**

7.00 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

Convention Administrator

STAFF SUCCESSION PLAN NOTES:

1. Adopted by Resolution of the Board of Directors –

SCHEDULE #1

CONVENTION ADMINISTRATOR JOB DESCRIPTION

November 2019

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

i) Convention Administration

- Revision of the Conventional manual
- Co-chairing all Convention Committees
- Supervising the Convention and the organization of the Convention
- Obtaining sponsorship for areas of the Convention along with the Manager

ii) Convention Communications

- Revision of the Conventional manual
- Prepare a written Convention Administrator Report at all Board meetings and provide a verbal report at Executive and Finance Meetings.
- Preparing advance notice information of the Convention to the membership
- Preparing all the booklets associated with the Convention and work with Manager to prepare AGM Report
- Monitoring of OAAS Social Media sites

iii) Convention Evaluation

- Prepare and collate a Convention evaluation for delegates and Ambassadors

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