



Effective date September 9, 2010  
Approved by Capital Region Board

## **APPOINTMENT OF ACTING CHIEF EXECUTIVE OFFICER**

### **PURPOSE**

To ensure procedure for appointment of an Acting Chief Executive Officer.

### **POLICY**

Capital Region Board requires an Acting Chief Executive Officer in the absence of the Chief Executive Officer.

### **GUIDELINES**

1. The Chief Executive Officer shall appoint in writing an Acting Chief Executive Officer in his/her absence.
2. The Chief Executive Officer shall notify the Chair/Interim Chair and the Board of an appointment period greater than three weeks.
3. If the Chief Executive Officer is unable to appoint an Acting Chief Executive Officer, then the Chair/Interim Chair or the Board shall appoint an Acting Chief Executive Officer for three weeks or until the following Board meeting.

Nolan Crouse, Board Chair

Revisions		
Date	Status	Comments
February 11, 2016	Approved	Capital Region Board Approved.