



INMED Executive Leadership Succession Policy

Adopted at INMED Board Meeting on July 12, 2023

Introduction

INMED shall be prepared for permanent change in CEO (the CEO of the organization also uses the title President) leadership to ensure the stability of the organization until such time as new leadership is identified. The Board of Directors shall be responsible for implementing this policy and its related procedures and for annually reviewing and updating the policy as needed. This policy and its related procedures are intended to serve the best interests of the organization and its mission.

To that end, the Board of Directors is adopting this succession policy for the purpose of establishing principles, role clarity, and procedures to support positive leadership transitions that foster good endings and beginnings with departing and arriving leaders and build organizational capacity when a planned or unplanned executive leadership change occurs.

Lines of Authority

1. The selection of the CEO is the responsibility of the Board of Directors.
2. The current CEO, in collaboration with the Board of Directors, has the responsibility to maintain an up-to-date CEO job description, reviewing and approving the job description at least one time each calendar year.
3. The current CEO has the responsibility to continuously identify, encourage, and help develop leaders within the organization who are qualified to meet future leadership needs, whether on a temporary or permanent basis, and shall maintain, for Board reference, a list of these persons. The list shall include individuals' names and contact information.
4. The current CEO has the responsibility to plan for the orderly transition of all key staff members.
5. The current CEO has the responsibility to ensure back-up personnel are trained and available to complete key responsibilities of the CEO.
6. The current CEO, in collaboration with executive officers, has the responsibility to annually assess INMED's leadership needs and to share the results of the assessment with the Board of Directors.

Board Action in the Event of Expected Vacancy in the CEO Position

1. The Board shall plan and oversee the transition of leadership, including establishing a search process, and nominating staff members, if appropriate, to assist with the selection of the new CEO.
2. To assure the organization's operations are not interrupted while the Board assesses the leadership needs and recruits a new CEO, the Board may

appoint an Interim CEO. This position may be filled by senior executive staff or the Board may decide to hire an Interim CEO from outside the organization. If a board member is appointed to serve an Interim CEO, then that board member will be temporarily suspended as a board member during their time as CEO, but will be reinstated with no loss of tenure once the assignment is complete.

Board Action in the Event of Unexpected Vacancy in the CEO Position

1. Within 48 hours of an unexpected vacancy in the CEO position, the Board of Directors shall meet to appoint an interim CEO or co-interim CEOs and to initiate other actions described in "Board Action in the Event of Expected Vacancy in the CEO Position."
 - a. The Interim CEO may be appointed from the executive officers. Positions that may be considered for Interim CEO include:
 - i. Vice President of Academic Affairs
 - ii. Vice President of Operations