

**Canadian Consortium on
Neurodegeneration in Aging
Succession Planning Policy and Procedures
Version 1.0**

Approved by the CCNA Research Executive Committee on November 22, 2017

Overview

Succession planning describes the process of identifying, recruiting and developing individuals to fill key leadership roles within an organization. By developing and implementing a succession planning policy, the Canadian Consortium on Neurodegeneration in Aging (CCNA) will ensure that within the consortium, potential replacements will be prepared to fill these key leadership roles. This will be done by identifying or recruiting superior individuals, developing their leadership abilities, and preparing them for advancement into ever more challenging roles within CCNA.

Policy and Procedures

- 1) The CCNA Scientific Director (SD), Associate Scientific Directors, other members of the Research Executive Committee (REC), and Leaders/co-Leaders of Themes, Teams, Platforms, and Cross-cutting Programs:
 - a) Acknowledge the importance of succession planning;
 - b) Accept responsibility for identifying and/or recruiting interested CCNA Investigator Members who could now or in the future assume a leadership position within CCNA; and
 - c) Support the development of these persons to assume a leadership role within the organization primarily by ensuring access to experiences such as assisting with the operation of CCNA units, membership on CCNA committees, and/or participation in the development and implementation of research projects.
- 2) Job descriptions and potential replacements for key research leadership roles within the organization (e.g., SD position and Theme, Team, Platform, and Cross-cutting Program Leaders/co-Leaders) will be developed and updated as necessary.

Responsibility: CCNA REC.

These Policies and Procedures can be modified by majority vote of the REC at any time and will be reviewed within 12 months of their initial approval by the REC.

Date November 27, 2017	Version 1.0	Approved CCNA REC
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