



SALT SPRING & SOUTHERN GULF ISLANDS COMMUNITY SERVICES SOCIETY

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March 30, 2023

Jody Hawley
Chair, Board of Directors
Salt Spring and Southern Gulf Islands Community Services Society

Re: Executive Director Succession

In the case of an unplanned absence or departure on my part I offer the following succession plan. I advise that the Board of Directors appoint Annika Lund as Acting Executive Director to assume the overall leadership and supervision of the organization in the event of my unexpected absence or departure, and permit Annika to appoint staffing to backfill her Program Director duties.

1. Annika Lund, Program Director, is capable and willing to cover the duties of Executive Director in an acting basis in the case of my extended absence. She is experienced with both the broad range of SSICS operations and has acted in my place during short term absences. This appointment should include having the delegated authority to approve expenditures and bind the organization to legal agreements. Clinical Director Kyla Duncan, Food Programs Manager Cora Platz, Recycle Depot Manager Peter Grant, Housing and Facilities Manager Michael Smith, Operations Manager Rob Wiltzen, and Financial Manager Anne-Marie Sutton, are each experienced and competent in their areas of responsibility and will work effectively to support a temporary leadership arrangement.
2. Most documentation related to my work is stored in the central administration files, while some may be in my office. Current working files and communications are on my computer, which can be accessed with a password stored in the safe in the central administration file room. Program Directors, Financial Administrator and Operations Manager will be able to access the locations noted above.

Yours sincerely,

Rob Grant
Executive Director

HOPE

CARING

CONNECTION

INCLUSION