



North American Energy Standards Board

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NAESB SUCCESSION PLAN

In order to ensure the continuous coverage of executive duties critical to the ongoing operations of North American Energy Standards Board and its services to its members, below are the policies and procedures for the temporary appointment of an Acting President in the event of an unplanned and extended absence of the President. Such an absence is highly improbable and certainly undesirable, due diligence in governance functions requires that an emergency executive succession plan is in place. It is expected that this plan will ensure continuity in external relationships and in staff functioning.

The priority functions of the acting President at NAESB are:

1. Serve as the organization's principal leader, representative, and spokesperson to the greater community.
2. Take direction from the NAESB Managing Committee and support the Board of Directors.
 - a) Ensure integrity and strength of the organization and with the Managing Committee, address issues around clarity of role, governance, bylaws/policies, corporate structure, and membership.
 - b) Assist with recruitment and orientation of new Board members.
 - c) Prepare Executive reports to Board of Directors, Managing Committee and other Board Committees.
 - d) Plan and attend Board meetings, managing committee meetings and Executive committee meetings.
3. Ensure the effective operations of the NAESB office.
4. Participate in recruitment, interview, selection and evaluation process for directly supervised staff.
5. Establish, maintain and cultivate relations with organizations to support NAESB standards development efforts.
6. Maintain accountability for current year operating budget and financial controls.

Temporary Absence Procedures

A temporary absence is one in which it is expected that the President will return to his/her position once the events precipitating the absence are resolved. An unplanned absence is one that arises unexpectedly, in contrast to a planned leave, such as a vacation or a sabbatical.

A short-term absence is 3 months or less. In the event of an unplanned absence of the President, a member of the Managing Committee, or a designee selected by the Managing Committee will be appointed by the Managing Committee to the role of Acting President. If that identified individual is unable to serve for any reason, the back-up appointee will be the Chairman of the Board of Directors. The Managing Committee may also consider the option of splitting executive duties among the designated appointees. The person appointed as Acting President shall have the full authority for decision making and independent action as the regular President. The Managing Committee will determine the compensation for the Acting President. The Managing Committee will have responsibility for monitoring the work of the Acting President, and will also be alert to the special support needs of the executive in this temporary leadership role.

A long term absence is one that is expected to last more than 3 months. In recognition of the fact that, for a term of more than 3 months, it may not be reasonable to expect the Acting President to carry out his external duties and the duties of the Acting President, the Managing Committee can designate and determine compensation for an assistant to the Acting President. This may be accomplished by the Managing Committee through temporarily increasing the duties of one of the NAESB staff attorneys, and making other needed staffing changes to support the temporary assignment.

Permanent Absence Procedures

A permanent absence is one in which it is firmly determined that the President will not be returning to the position. Permanent absences include actions as a result of dismissal, resignation, or long term absences from which resignation is a result. The Managing Committee shall serve as the Search Committee and provide its recommendation to the Board of Directors for its approval. During this effort by the Managing Committee, the temporary absence procedures will be enacted.