

Subject: Planned & Emergency General Manager Succession

Date Approved/Last Revised: **November 2003**

Responsible Body: **Policy Committee**

References: Sacramento Natural Foods Co-op By-laws Section 5.03; General Manager Evaluation Policy; General Manager Job Description

The following policy is to provide guidelines for the SNFC Board of Directors ("Board") and the Executive Committee to assure that procedures are in place for normal and emergency succession in the case of a temporary or permanent vacancy in the General Manager ("GM") position.

1. **Planned Succession:** Under normal circumstances, in which there is a planned future date when the current GM will relinquish the position, the Board will be guided by a succession plan in its orderly filling of the position. The Board President and Executive Committee are responsible for developing and recommending a GM succession plan for Board approval when it is determined that such a plan will be needed.
2. **Emergency Succession:** In the event of an emergency or otherwise unplanned circumstance wherein the Board determines by formal action that the GM is unable or unavailable to continue to perform his or her duties:
 - a. The Executive Committee will meet and determine the appropriate person(s) from among the senior managers to temporarily assume the duties of the GM.
 - b. The person(s) chosen from the senior managers will assume such responsibilities on a temporary basis pending the selection and appointment of a permanent replacement.
 - c. The Executive Committee may, in its discretion, rotate or reassign the duties of the GM among the senior managers.