NWISP: Succession Plan Guide



NWISP Committee

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# The NWISP Committee is committed to ensuring our stakeholders have access to high quality national work injury statistics. To that end, we have formulated our five year business plan to ensure we are able to meet our customers’ expectations. This document draws from the five year plan to establish our priority around succession planning as a key component of ensuring we have consistent and thorough leadership hand off points throughout our committees’ life.

# LEADERSHIP DEVELOPMENT PLAN

The core component of our leadership development plan involves two elements. The first is succession planning which speaks to creating a well understood process that transitions key leadership positions within the committee in a method that promotes mandate and process stability. The second is developing clearly stated roles that the committee can refer to on an ongoing basis. “Role Clarity” is meant to clearly document how each role within the committee contributes to the overall success of the committee’s goals.

## Role Clarity

The roles each committee member plays in meeting our vision and mandate are clearly articulated so everyone has a common understanding of “who is doing what” in order to achieve the committee goals and objectives.

## Succession Plan

The goal in developing a succession plan is twofold. First, establish clear points of transition and second, manage the change behind the transitions in a way that aligns to our overall vision and mandate.

# ROLE CLARITY

There are several positions within the committee – all have equal importance to the committee being able to achieve its overall mandate. Essentially, the NWISP Committee has representation from each province and territory within the country. Members who form the committee typically will have one or more of the following skill sets:

* Expertise in technical coding;
* Supervision, management or leadership experience; and
* Expertise in data management.

To succeed in managing this mandate, the Committee has the following roles:

* National Executive Sponsor role is to ensure:
	+ The committee’s mandate remains valid;
	+ The 5 year plan is being developed, updated and implemented by the Committee; and
	+ They will represent the Committee at the AWCBC Board level. The Sponsor may request the Committee Assistant Sponsor or Chair to attend executive level meetings to present business cases and committee updates.
* Assistant Executive Sponsor role is to ensure:
	+ The mandate of the committee is being reviewed, approved and evolved;
	+ The 5 year plan is being developed, updated and implemented;
	+ Attendance at executive level meetings when called upon by the National Executive Sponsor;
	+ Work with the NWISP Committee; and
	+ Transitioning a new Chair to their leadership role.
* National Chair of the NWISP Committee role is:
	+ Ensure the mandate of the committee is being reviewed, approved and executed in accordance with our annual work plan;
	+ Responsible for developing and updating the annual committee work plan, annual meeting agenda and chairing meetings;
	+ Responsible for ensuring the lead for the Technical Coding Committee and NWISP committee members in general are meeting committee goals and objectives;
	+ Responsible in arranging subsequent meetings as required;
	+ Responsible for resolving conflicts within the committee;
	+ Responsible to ensure our succession plan, as a core enabler of our overall success, is discussed and any changes needing to be made in leadership positions will be decided on at the annual meeting. Succession planning will always be on our agenda at our annual meetings.
	+ Responsible for working with the Executive Sponsor in selecting and recruiting a successor at least 12 months prior to leaving the role as Chair, and appointing that candidate as Co-Chair of the committee
	+ Responsible for transitioning the Co-Chair of the Committee to the role of Chair within the prescribed time period.
* Past Chair
	+ The Chair, when their term comes to a conclusion, will act as a mentor to a new Chair for a period of two years after their term expires to assist with transitioning.
* Co- Chair of the NWISP Committee role is to:
	+ Support and assist the Chair of the Committee in carrying out his/her duties; and
	+ In the event the Chair is unable to assume full duties, take on the role of “Acting Chair”.
* Chair of the Technical Coding Committee role is to:
	+ Report to the Chair of the Committee as required;
	+ Provide coding resolutions to the AWCBC; and
	+ Organize, implement and gather all information from the national coding calibration process.
* NWISP Committee Member role is to:
	+ Attend annual NWISP committee meetings;
	+ Participate in discussions to ensure the committee remains focused on its core business as stated in the 5 year business plan;
	+ Participate in either the Technical Coding Committee mandate and / or data upload processes
	+ Participate in NWISP training, as required.

# SUCCESSION PLAN

The development of a succession plan ensures the Executive Sponsor, Chair and Technical Committee Lead have well defined roles and timelines that help achieve the Committee’s mandate. In addition, by identifying the next leaders for these positions, we have the opportunity to ensure proper preparation and transition which is core to our mandate of having a stable and evolving NWISP program.

Not all Committee members will be in charge of taking on formal leadership roles within the Committee. They will have a responsibility to help the Committee implement a successful transition by recruiting, within their own jurisdiction, ‘replacement’ Committee members.

Succession plans for key positions within the committee will include:

* National Executive Sponsor – succession for this position will be determined by the AWCBC Executive Committee. Typically the National Executive Sponsor is a CEO and President or Vice President within one of the jurisdictions.
* Assistant Executive Sponsor – succession for this position and/or continuation of this position will be determined by the National Executive Sponsor as required.
* Chair of the NWISP Committee – this is a three-year commitment. Where possible, the transition to a new Chair will not occur in the same year as the transitioning of the National Executive Sponsor. The Chair will, no later than 12 months before their term concludes, work with the Executive Sponsor and/or the Assistant Executive Sponsor in selecting a suitable candidate for the position of Co-Chair. The Chair will be responsible for approaching and appointing the candidate and ratifying that appointment with the annual NWISP committee meeting. At the conclusion of their three-year term, the Chair will become the “Past Chair” and will remain in that role for two more years to assist in mentoring the new Chair.
* Co- Chair of the NWISP Committee – this role, at a minimum, is a one-year commitment prior to assuming the role of Chair of the Committee. The recruitment for the position of Co-Chair will be ratified at the annual Committee meeting.
* Technical Coding Committee Chair – this is, at a minimum, is a three-year commitment. The transition date for a new Technical Coding Committee Chair shall not coincide with the transitioning of a new Chair of the NWISP Committee. The Chair of the Technical Coding Committee may decide at any time to recruit a “Co-Chair” to support and assist the Chair to carry out his/her duties. The NWISP Committee will ratify the selection of future Co-Chairs and Chairs at the annual Committee meeting. At the conclusion of their three-year term, they will take on the role of “past Chair” and will remain in that role for two more years to assist in mentoring the new Chair.
* NWISP Committee Member – this role can remain in effect for as long as determined by each jurisdiction to support the NWISP Committee. The NWISP Committee members are each accountable to select and recruit their replacements within their respective jurisdictions and ensure proper knowledge transfer.

The NWISP Committee may, during their annual meeting, discuss and revise the plans as the need arises. As part of our annual meeting, the Chair will ensure the topic of succession is part of the agenda to ensure the leadership of the committee, as a core enabler to our plans being successful, is discussed.