



CEO EMERGENCY SUCCESSION POLICY

Equestrian Western Australian Incorporated

ABN: 53 591 481 584

Policy:	Chief Executive Officer Emergency Succession Policy
Policy Area:	Chief Executive Policies
Date Approved:	5 th August 2010
Replaces Policy No:	18 th September 2004
Sources/References:	n/a

The Board recognises that one of its major risks is the loss of key personnel, particularly its Chief Executive Officer. To this end the CEO must ensure the working relationship with the Executive Assistant is professionally close. The Executive Assistant to the CEO is critical in case of succession, where they are the first point of call for matters arising. From which they are able to manage minor matters, and forward major matters to the relevant Director.

The Board imposes the following constraints. The CEO must not:

- Fail to ensure that there is in place an emergency management regime that can operate in the event of unexpected loss of his or her services.
- Neglect to ensure that there is at least one person capable of responding to Board concerns and requirements at a level necessary for effective governance.
 - That identified person is the Executive Assistant to the CEO

The CEO must at all times:

- Keep the Executive Assistant up-to-date with key operational issues;
- Keep the EWA Chairman up-to-date with key issues by maintain open and regular dialogue;
- Ensure there are no less than three (3) and no more than four (4) signatories to EWA financial accounts.

In case of emergency succession:

Chairman

- Maintain contact daily with the Executive Assistant to the CEO;
- Handle daily CEO correspondence;
- Contact Equestrian Australia CEO.

Finance Director

- Maintain weekly contact with the Book Keeper;
- Co-sign EFT payments with the Book Keeper as required.

SEC Director

- Maintain weekly contact with the SEC Manager.

Executive Assistant to the CEO

- The Executive Assistant to the CEO must be aware of all CEO passwords:
 - Alarm codes;
 - Computer access;
 - MYOB access;
 - Confidential document access;
 - Administrator / server password;
 - Survey Monkey password;
 - Google docs;
 - Wireless network key;
 - Bank customer access number;
 - Bank customer password;
 - Bank token password;
 - Safe access.
- The Executive Assistant to the CEO will administer daily CEO correspondence and either:
 - Respond accordingly;
 - Direct correspondence to the appropriate staff member for them to handle;
 - Direct correspondence to the Chairman.
- The Executive Assistant to the CEO must also become a signatory (back-up) to the EWA accounts:
 - Constraints include that no signature is used for EWA business unless this policy is enacted, and the authority of the Chair & Finance Director has been given.