

DELEGATIONS OF AUTHORITY  
ORDER OF SUCCESSION

In accordance with procedures established in the AAAPP Continuity of Operations Plan, the following positions, in the order indicated below, shall act as the Executive Director in case of the Executive Director's absence or inability to act, until the absence or inability ceases. In the event that the position of Executive Director is vacant, listed positions shall act until a successor is selected.

1. The Chief Financial Officer shall, in the absence or disability of the Executive Director, or in the event of a vacancy in the Executive Director position, serve as Acting Executive Director.
2. In the event that the Chief Financial Officer serves as the Acting Executive Director then the Fiscal Services Coordinator will serve as the Acting Chief Financial Officer until the absence or inability ceases.
3. The President of the AAAPP Board of Directors, or their designate, will have direct contact with the Acting Executive Director on a regular basis and provide support on day to day operations.
4. In the event of the absence or disability of both the Executive Director and the Chief Financial Officer, or in the event of a vacancy in both their positions, the following positions shall, in the sequence shown, perform all of the functions and duties of the Executive Director:
  - (1) Director of Planning
  - (2) Director of Programs and Accountability
  - (3) ADRC Director

Should the emergency be such that all positions above are either absent, disabled, or vacant, then the order of succession is by seniority of the leadership team in terms of total time worked at the AAAPP.

5. Whenever the Delegation of Authority takes place, the President of the agency's Board of Directors must be notified as soon as feasible, taking into account the nature of the emergency that resulted in the Delegation of Authority being enacted. Should the President of the Board not be available, contact should be made with other board officers (Vice-President, Secretary, Treasurer).

In the event of the absence or disability of the Executive Director, or in the event that the Executive Director's position is vacant, the Chief Financial Officer is the only position authorized to serve as Acting Executive Director. When serving as Acting Executive Director, the Chief Financial Officer is authorized to perform all of the functions and duties of the Executive

Director, including those functions and duties that are required by statute or regulation to be performed by the Executive Director. In the event of the absence or disability of both the Executive Director and the Chief Financial Officer, or in the event that both those positions are vacant, the positions in the order of succession indicated above shall perform all the functions and duties of the Executive Director.

When communications cannot be established with a higher authority during an emergency, the point of contact staff (designated in COOP) at alternate facilities are delegated the authority to perform, with respect to the geographic area to which he/she is assigned, functions and duties of the position of Executive Director.

**Termination of Delegation of Authority.**

The President of the AAAPP Board may terminate the delegations in this Appendix, in whole or in part, by a vote of the majority of the Board of Directors.

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President, AAAPP Board of Directors

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Date

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Executive Director, AAAPP

\_\_\_\_\_  
Date