



DECISION ITEM: Unplanned Vacancy – Executive Director
BOARD/COMMITTEE:
MEETING DATE: March 26, 2025
AGENDA ITEM: 3.4
SPONSOR: Keith Karasin

RECOMMENDATION: It is recommended that Tatiana Zotova, Director of Language, Employment and Childcare, be identified as the member of RODS staff to assume the role of Acting Executive Director in the event of the unplanned vacancy of the position of Executive Director.

SUMMARY OF KEY ISSUES & BACKGROUND: In the event that the position of Executive Director is affected by an unplanned vacancy, succession planning requires the organization to have an identified individual to assume an acting role for the position.

That individual would require the qualifications, experience and knowledge of the organization to provide temporary/transitional leadership to the organization pending the return of the Executive Director or the organization undertakes the recruitment for the position on a permanent basis.

Tatiana joined RODS in 2007, and has served as a LINC Instructor, LINC Academic Supervisor and LINC Senior Manager, and has been the Director of Language, Employment and Childcare since 2019. Tatiana holds a Bachelors and Masters Degree in English and German Language Acquisition and a Masters Degree in Adult Education. Tatiana is currently the President of TESL Saskatchewan. Tatiana has extensive experience in budgeting and expense management at the program level, as well unique expertise in second language acquisition and language program management. Tatiana has strong relationships with government funders, and is the lead for the Department in developing proposals.

ALTERNATIVES: The organization could consider a shared leadership approach where the 2 current Directors, with the support of the RODS Management Team, could provide interim leadership/stewardship during a transition for the return of the Executive Director or the filling the position on a permanent basis.

ADVANCED CONSULTATION: The individual identified as the potential Acting Executive Director in the event of an unplanned vacancy would need to be consulted as to their willingness to undertake an acting role.

COMMUNICATION STRATEGY: NA

REQUIRED APPROVALS: The Board would be required to approve and make such an appointment to the identified individual should the circumstances arise.

STRATEGIC ALIGNMENT: Fulfills requirements for unplanned vacancy succession planning.

TIMEFRAME/CONSEQUENCES OF DEFERRING DECISION: As soon as possible. Deferral of such a decision may leave the organization without identified transitional leadership in the short-term pending an unplanned absence.