



## Toolkit Template Identification of Regular Activities

**Objective:** This template has been developed to document critical activities and information related to your business in the event of the incapacitation of your executive leader or owner, or another critical principal. This toolkit profiles common corporate functions and provides a guide for determining the best staff member to assume the executive responsibilities of these regular activities in the event of the temporary or permanent incapacitation of the firm's leader/owner or principal.

Regular activities and supporting information for executive fulfillment may include the following;

- Hiring Staff
  - Documented interview, background check and on-boarding process. Where during this process is the leader responsible for making or reviewing decisions?
  - Likely interim staff member:
  - Specialized skills needed:
  - Special factors, may be confidential
  
- Review of Staff and Promotions
  - Documented performance review process. Where during this process is the leader responsible for making or reviewing decisions?
  - Likely interim staff member:
  - Specialized skills needed:
  - Special factors, may be confidential:
  
- Dismissing Staff
  - Documented dismissal process in compliance with local employment laws and employment practice liability. Where during this process is the leader responsible for making or reviewing decisions?
  - Likely interim staff member:



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- Specialized skills needed:
- Special factors, may be confidential:
  
- Regulatory reporting
  - Documented regulatory reporting schedule. Where during this process is the leader responsible for making or reviewing decisions or formally authorizing regulatory filings?
  - Likely interim staff member:
  - Specialized skills needed:
  - Special factors, may be confidential:
  
- Payroll
  - Documented payroll cycle and process with two factor authentication if provided through a payroll service. Where during this process is the leader responsible for making or reviewing decisions or formally authorizing payroll processing?
  - Likely interim staff member:
  - Specialized skills needed:
  - Special factors, may be confidential:
  
- Taxes
  - Documented tax preparation and payment process with two factor authentication if provided through an accounting or payroll service. Where during this process is the leader responsible for making or reviewing decisions or formally authorizing final tax review and payment?
  - Likely interim staff member:
  - Specialized skills needed:
  - Special factors, may be confidential:



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- Board Reporting and Oversight
  - Documented board reporting, selection, appointment and dismissal processes. Where during this process is the leader responsible for making or reviewing decisions or formally authorizing documents or motions?
  - Likely interim staff member:
  - Specialized skills needed:
  - Special factors, may be confidential:
  
- Operational Oversight
  - Documented supply chain management, production, sales and marketing and fulfillment processes. Where during this process is the leader responsible for making or reviewing decisions or formally authorizing all aforementioned activities?
  - Likely interim staff member:
  - Specialized skills needed:
  - Special factors, may be confidential: