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# Succession Planning for the Board

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| **Action Step** | **Who Is Responsible** | **Next Steps** | **Timeframe** |
| **Agree on importance of succession planning** | Board Chair and Chief Executive | * Present succession planning to the board for discussion
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| **Identify criteria and characteristics necessary for specific positions** | Board Chair in collaboration with Chief Executive and Governance Committee | * Identify key board leadership positions
* Identify key characteristics, expertise, and experience necessary for effective leaders
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| **Recruit diverse board members with leadership skills** | Board Governance Committee | * Ongoing recruitment, based on board needs
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| **Engage board members in organization quickly** | Board Governance Committee in conjunction with Chief Executive and full board | * Orientation
* Board manual
* Introductions at meetings
* Name placards
* Informal mentoring of new members by seasoned members
* Committee assignments
* One on one meeting with Chief Executive and Board Chair
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| **Groom leadership through officer positions and committee chairs** | Board Governance Committee in conjunction with Board Chair and Chief Executive | * Board Governance Committee speaks to each board member on an annual basis regarding his/her interest in leadership positions
* engage high potential leaders as committee chairs quickly
* evaluate potential leaders against leadership criteria
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| **Develop in-depth knowledge of board members regarding all aspects of the board** | Board Governance Committee in conjunction with Board Chair and Chief Executive | * Rotate officer and committee chair positions regularly (does your board have terms for officers?)
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| **Ensure good working relationship between Board Chair and Executive Director** | Board Governance Committee | * Seek the input of the Chief Executive regarding recommendations for future Board Chair
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| **Draft succession plan** | Board Governance Committee in conjunction with Board Chair and Chief Executive | * Based on steps above, draft initial plan
* Line up a few options for succession to Chair. May use Chair-elect or Vice Chair(s) position as step to Chair position, but with flexibility for contingency plan
* Present to the board for discussion and approval
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