

Developing a Board Leadership and Succession Plan

Conducted by the Governance Committee with the help of the Executive Director and the Board Chair or Executive Committee three to six months before the installation of new Board members, officers and committee chairs

Check List:

- Review current By-Laws regarding term limits for Board members and officers
- Review make up of current Board, officers and committees
- Evaluate effectiveness of current assignments
- Conduct Board self-evaluations (if not done in last 12 months)
- Determine upcoming term expirations/vacancies – (in terms of persons and skills)
- Conduct exit interviews with members leaving Board to learn positives and negatives of their experience on the Board
- Review needs of organization with regard to upcoming projects, developments, etc.
- Review potential new Board members identified throughout the year for skills and dynamics
- List potential leaders from current Board list
- Complete the Board and leadership succession grids
- Assign a mentor to each newly elected Board member



Sample Leadership Succession Grid

Date _____

Position	Current	Term Year(s)	Action(s) re-elect or rotate	Successor/Year
Executive Committee:	Name			
Board Chair				
Vice Chair				
Treasurer				
Secretary				
Standing/Board Committees				
Finance Chair				
Governance Chair				
Development Chair				
Other				
Programmatic/Organizational Committees				
Membership				
Volunteers				
PR				
Education/Outreach				
Other				
Other				
Ad Hoc Committees				
Strategic Planning Chair				
Annual Event Chair				
Other				

