**BOARD SUCCESSION PLAN TEMPLATE**

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| **CHECKLIST: BOARD LEADERSHIP SUCCESSION PLAN** | | | | | | | | | | | | | | |
| **ITEM** | | | | | | | | | | | **DATE** | | | |
| Review term limits for Board Members and Officers in current By-Laws | | | | | | | | | | |  | | | |
| Review current Board, officers, and committees roster | | | | | | | | | | |  | | | |
| Evaluate effectiveness of current assignments | | | | | | | | | | |  | | | |
| Conduct Board self-evaluations (if not completed within 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 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 | | | | | | | | | | |  | | | |
| Identify potential leaders from current Board list | | | | | | | | | | |  | | | |
| Complete Board and leadership succession grids | | | | | | | | | | |  | | | |
| Assign a mentor to each newly elected Board member | | | | | | | | | | |  | | | |
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| **LEADERSHIP SUCCESSION GRID** | | | |  | | |  | | |
| **POSITION** | **CURRENTLY HELD BY** | | | **ACTION** | | | **SUCCESSOR / YEAR** | | | | | | | |
| **TITLE** | **NAME** | | | **RE-ELECT / ROTATE** | | |  | | | | | | | |
| **EXECUTIVE COMMITTEE** |  | | |  | | |  | | | | | | | |
| **BOARD CHAIR** |  | | |  | | |  | | | | | | | |
| **VICE CHAIR** |  | | |  | | |  | | | | | | | |
| **TREASURER** |  | | |  | | |  | | | | | | | |
| **SECRETARY** |  | | |  | | |  | | | | | | | |
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| **STANDING / BOARD COMMITTEES** |  | | |  | | |  | | | | | | | |
| **FINANCE CHAIR** |  | | |  | | |  | | | | | | | |
| **GOVERNANCE CHAIR** |  | | |  | | |  | | | | | | | |
| **DEVELOPMENT CHAIR** |  | | |  | | |  | | | | | | | |
| **OTHER** |  | | |  | | |  | | | | | | | |
| **OTHER** |  | | |  | | |  | | | | | | | |
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| **PROGRAMMATIC / ORGANIZATIONAL** |  | | |  | | |  | | | | | | | |
| **MEMBERSHIP** |  | | |  | | |  | | | | | | | |
| **VOLUNTEERS** |  | | |  | | |  | | | | | | | |
| **PUBLIC RELATIONS** |  | | |  | | |  | | | | | | | |
| **EDUCATION / OUTREACH** |  | | |  | | |  | | | | | | | |
| **OTHER** |  | | |  | | |  | | | | | | | |
| **OTHER** |  | | |  | | |  | | | | | | | |
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| **AD HOC COMMITTEES** |  | | |  | | |  | | | | | | | |
| **STRATEGIC PLANNING CHAIR** |  | | |  | | |  | | | | | | | |
| **ANNUAL EVENT CHAIR** |  | | |  | | |  | | | | | | | |
| **OTHER** |  | | |  | | |  | | | | | | | |
| **OTHER** |  | | |  | | |  | | | | | | | |
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| **BOARD MEMBER SUCCESSION PLAN** | |  |  | | |  | | |  | | | |
| **CURRENTLY HELD BY** | **ACTION** | **TERM #1** | | |  | | | **TERM #2** | | | |  | |
| **NAME** | **RE-ELECT / ROTATE** | **YEAR START** | | | **YEAR END** | | | **YEAR START** | | | | **YEAR END** | |
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| **MENTOR GRID** |  |  |
| **CURRENT BOARD MEMBERS** | **NEW BOARD MEMBERS** | **YEAR** |
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