**BOARD SUCCESSION PLAN TEMPLATE**

|  |
| --- |
| **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 |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
|   |   |
| **LEADERSHIP SUCCESSION GRID** |  |  |
| **POSITION** | **CURRENTLY HELD BY** | **ACTION** | **SUCCESSOR / YEAR** |
| **TITLE** | **NAME** | **RE-ELECT / ROTATE** |  |
| **EXECUTIVE COMMITTEE** |   |   |   |
| **BOARD CHAIR** |   |   |   |
| **VICE CHAIR** |   |   |   |
| **TREASURER** |   |   |   |
| **SECRETARY** |   |   |   |
|  |   |   |   |
| **STANDING / BOARD COMMITTEES** |   |   |   |
| **FINANCE CHAIR** |   |   |   |
| **GOVERNANCE CHAIR** |   |   |   |
| **DEVELOPMENT CHAIR** |   |   |   |
| **OTHER** |   |   |   |
| **OTHER** |   |   |   |
|  |   |   |   |
| **PROGRAMMATIC / ORGANIZATIONAL** |   |   |   |
| **MEMBERSHIP** |   |   |   |
| **VOLUNTEERS** |   |   |   |
| **PUBLIC RELATIONS** |   |   |   |
| **EDUCATION / OUTREACH** |   |   |   |
| **OTHER** |   |   |   |
| **OTHER** |   |   |   |
|  |   |   |   |
| **AD HOC COMMITTEES** |   |   |   |
| **STRATEGIC PLANNING CHAIR** |   |   |   |
| **ANNUAL EVENT CHAIR** |   |   |   |
| **OTHER** |   |   |   |
| **OTHER** |   |   |   |
|  |   |   |   |
| **BOARD MEMBER SUCCESSION PLAN** |  |  |  |  |
| **CURRENTLY HELD BY** | **ACTION** | **TERM #1** |  | **TERM #2** |  |
| **NAME** | **RE-ELECT / ROTATE** | **YEAR START** | **YEAR END** | **YEAR START** | **YEAR END** |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |
|   |   |   |   |   |   |

|  |  |  |
| --- | --- | --- |
| **MENTOR GRID** |  |  |
| **CURRENT BOARD MEMBERS** | **NEW BOARD MEMBERS** | **YEAR** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |