# 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 officersReview make up of current Board, officers and committees
$\square \quad$ Evaluate effectiveness of current assignmentsConduct Board self-evaluations (if not done in last 12 months)Determine upcoming term expirations/vacancies - (in terms of persons and skills)
$\square \quad$ Conduct exit interviews with members leaving Board to learn positives and negatives of their experience on the BoardReview needs of organization with regard to upcoming projects, developments, etc.Review potential new Board members identified throughout the year for skills and dynamicsList potential leaders from current Board list

Complete the Board and leadership succession gridsAssign a mentor to each newly elected Board member

## Sample Leadership <br> Succession Grid

Date

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

Board Member Succession Plan (Example for Boards with 3-year terms with max of two terms)

| Name of Board Member | Term \#1 |  | Term \# 2 |  | Action <br> (re-elect or <br> rotate) |
| :--- | :--- | :--- | :--- | :--- | :--- |
|  | Year Start | Year End | Year Start | Year End |  |
| Board Member \#1 |  |  |  |  |  |
| Board Member \#2 |  |  |  |  |  |
| Board Member \#3 |  |  |  |  |  |
| Board Member \#4 |  |  |  |  |  |
| Board Member \#5 |  |  |  |  |  |
| Board Member \#6 |  |  |  |  |  |
| Board Member \#7 |  |  |  |  |  |
| Board Member \#8 |  |  |  |  |  |
| Board Member \#9 |  |  |  |  |  |
| Board Member \#10 |  |  |  |  |  |
| Board Member \#11 |  |  |  |  |  |
| Board Member \#12 |  |  |  |  |  |

## Mentor Grid (Year

 _)| Current Board Members | New Board Members |
| :--- | :--- |
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