

Check List:

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

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				

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 (re-elect or 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)
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Current Board Members	New Board Members