

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 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	
Identify potential leaders from current Board list	
Complete the 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			
PROGRAMMATIC / ORGANIZATIONAL			
MEMBERSHIP			
VOLUNTEERS			
PUBLIC RELATIONS			
EDUCATION / OUTREACH			
AD HOC COMMITTEES			
STRATEGIC PLANNING CHAIR			
ANNUAL EVENT CHAIR			

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