

# SUCCESSION PLANNING

The board is responsible for its own succession planning. The main goal of succession planning is to ensure a successful, sustainable Board of Directors. This includes smooth the transition as directors leave the board, ensuring positions are filled, addressing skills and training gaps. The responsibility belongs to the Board as a whole, and can be delegated to a Nomination or Governance Committee, if it exists. However, all board members, as ambassadors of both the organization and the Board, are responsible for recruiting new members.

## 10 STEPS OF BOARD SUCCESSION PLANNING

1. Conduct Strategic Planning
2. Conduct Board Self-Evaluation
3. Review the rules and requirements the board is subject to. This can be found in the by-laws or board policies, which may include:
  - Min. and max. numbers for board & committee membership
  - Required committees
  - Required officer positions
  - Term limits on board, committee & officer positions
  - Possibility of term renewal or max. number of terms permitted
  - Independence requirements

Be mindful of the expiration date of the terms for board membership, committee membership, & officer positions. Often it is immediately following the AGM, which is also when new directors are elected.

4. Develop a chart outlining the current board members, their length of service, expiration of their current term, as well as committee & officer positions held. (See template) This will give a clear picture of upcoming vacancies.

**5. Develop a skills matrix (see template) to identify the skills of current board members as well as those departing members.**

- **Review skill sets, experiences, demographics, and qualities needed for governance.**
- **Assess if the matrix is still appropriate each year.**

**6. The nomination committee or board chair should discuss board needs regularly.**

- **Ask directors if they want to reconfirm their commitment annually.**
- **Confirm what committee or officer positions they are interested in holding.**

**7. Develop Recruitment Plan**

- **The nomination committee is responsible to identify suitable candidates for these positions and ensuring that they obtain relevant training, and draft clear job descriptions (see template).**
- **The positions of committee chairs, officers, and board chair will generally be filled by existing board members.**
- **To plan for the succession of the chair, the board may form a laddered succession plan where directors chair significant board committees or proceed through officer position.**
- **Plan for unexpected departures to fill key positions quickly, such as appointment by the board in the middle of the term to be ratified at the next AGM.**

**8. Draft and Advertise Job Description(s)**

- **The job posts should be composed of the expectations of being a board member and outline specifics, including the time commitment and frequency of meetings**
- **Begin marketing through word of mouth or post on the website, social media or through MNPFA board opportunities page.**

**9. Select Board Member(s)**

**10. Board Orientation**