

## Succession Planning Checklist

1. The board is fully committed to the succession planning process.
2. The board possesses good communication skills.
3. The board has a history of effective performance as a team.
4. The tenure and composition of the board is stable.
5. The board has a process for identifying, recruiting and orienting new board members.
6. The board has at least one member who is/was an HR or OD professional.
7. The board can identify a member who can/will lead the succession /transition process.
8. The board has a clear picture about what a successful succession planning process looks like.
9. The board, and especially key board members, is prepared to increase its involvement for a period of 12 – 36 months.
10. The board has written policies and governing documents concerning its key leader's succession.
11. The organization has current strategic planning documents and defined goals.
12. The organization has conducted an organization assessment within the last 2 years.
13. The organization has a written emergency leadership plan in the event of a sudden absence or departure of the EXECUTIVE DIRECTOR/CEO.
  
14. The EXECUTIVE DIRECTOR/CEO is a willing participant in the succession process.
15. The EXECUTIVE DIRECTOR/CEO has a written job description.
16. The EXECUTIVE DIRECTOR/CEO receives at least annual performance reviews.
18. The EXECUTIVE DIRECTOR/CEO is not the founder.
19. The EXECUTIVE DIRECTOR/CEO shares the responsibility for fundraising with the board, staff and volunteers.
20. The EXECUTIVE DIRECTOR/CEO has been in place for at least 3 years.
21. The EXECUTIVE DIRECTOR/CEO has a planned departure date more than 3 years in the future.