

Succession Planning Checklist

Board Members



- Our organization has a strategic plan to which it is committed

- Board roles and responsibilities have been documented and reviewed
 - Board member job description
 - Chair job description
 - Conflict of interest guidelines
 - Board members code of conduct
 - Board committee roles descriptions

- The future skills and talent composition of the board have been assessed in light of the our organization's future board leadership needs
 - Organizational expertise
 - Representation
 - Community /issue knowledge
 - Fund raising ability
 - Commitment to goals
 - Interpersonal and teamwork skills

- We have a board recruitment plan
 - We have a three year board recruitment/board succession outlook
 - A standing recruitment or nominations committee is in place and reporting at least three times a year
 - A board member prospects list has been developed and is up to date
 - Our recruitment package is up-to-date
 - Information on our board, board member duties and on the nomination or recruitment process is on our website
 - We are using our committees as stepping stones to the board

- We have a board development/education plan
 - We will be conducting a board self-evaluation and will act on the results
 - We have planned ___ lunch and learn sessions for board and staff

- We have taken steps towards a more diverse and multi-generational board
 - Our recruitment plan includes some diversity goals

This checklist was developed with the help of input from participants in two succession planning workshops for non-profit organizations organized by FOCO and held in Halifax Nova Scotia in early 2008.
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