

Key Components of Succession Planning

Is there a noticeable shift in affiliate momentum whenever there is a transition in leadership? As a leader, what is the key for setting the next leader up for success? Think of the end result of what you want – What would affiliate leaders need to do to reach that goal?

Listed below are the **FIVE** fundamental considerations affiliates need to develop a succession plan

- **Begin with the end in mind** – *a good succession plan will end in alignment with the affiliate's strategic goals and objectives. From this endpoint, use the affiliate strategic plan to develop steps to insure that leadership transitions are seamless.*
- **Develop a plan and a timeline for leadership transition** – *Once the strategic goals and objectives are established as an endpoint, an affiliate can begin to plan a systematic and timely approach to governance in accordance to term limits and unexpected vacancies.*
- **Recruit and orient new board members** – *Begins evaluating board composition and conduct a skills assessment for effective recruitment of new members in order to establish a clear line of leadership progression.*
- **Identify and cultivate leaders** – *Once new members have been recruited and oriented its time now to prepare the leadership progression for alignment with governance practices as well as future transitions.*
- **Document and transfer knowledge** – *Affiliate boards should consider investing in effective ways to document decisions, policies and activities as part of succession planning. Establishing the right management/information technology infrastructure insures an efficient transfer of knowledge and a seamless leadership transition.*