**[XYZ Organization]**

**Succession Plan for Key Board Role**

**[Date]**

Position:

 \_\_\_\_\_ President \_\_\_\_\_ Fundraising Committee Chair

 \_\_\_\_\_ Vice President \_\_\_\_\_ Governance Committee Chair

 \_\_\_\_\_ Treasurer \_\_\_\_\_ Audit Committee Chair

 \_\_\_\_\_ Secretary \_\_\_\_\_ Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Role Currently Occupied by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Term Expires: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Key Annual Responsibilities:

Key Competencies (Expertise/Experience) Needed:

Location of Files, Documents, Passwords:

**Internal Successor** OR **New Recruit Needed**

Identified Successor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Recruitment Plan:

Spoken to by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Agreed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Training Needs and Plan:

Special Action Steps in Case of Emergency Transition:

Date Adopted by the Board: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Board President or Secretary: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Icon  Description automatically generatedA picture containing person, outdoor, person, purple  Description automatically generatedThis document was created by Cathy Allen of The Board Doctor, LLC and is intended for groups to use as a template, making changes according to their own board development needs. More information is available online at [www.TheBoardDoctor.org](http://www.TheBoardDoctor.org) and through LinkedIn and Facebook. Call Cathy directly at 757-763-8532 or email Cathy@TheBoardDoctor.org. |