

Board of Directors Succession Planning Checklist

- 1. Our organization has a strategic plan to which it is committed**
- 2. The role / priorities of the board is outlined in the strategic plan**
- 3. 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
- 4. The future skills and talent composition of the board have been assessed in light of the organization's future board leadership needs**
 - Organizational expertise
 - Representation
 - Community/issue knowledge
 - Fund raising ability
 - Commitment to goals
- 5. 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 for the board
- 6. We have board development/education plan**
 - We will be conducting a board self-evaluation and will act on the results
 - We have planned (x number of educational sessions/development opportunities for board and staff
- 7. We have taken steps towards a more diverse and multi-generational board**
 - Our recruitment plan includes some diversity goals

Source: 2008 Federation of Community Organizations & Non-Profit Sector Leadership Program, Dalhousie University