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