

A GENERIC SUCCESSION PLAN

by Gianforte Foundation

The ____ Board of Directors, in conjunction with the Executive Director, committed to establishing an effective process for succession planning and succession thinking into the culture and workflow of the ministry of ____

To accomplish this work, the ____ Board assigned the work to the HR Committee of the Board, Executive Director, and the _____(consultant, if deemed helpful). The work has been developed with the following priorities in mind:

- Succession planning intentionally addresses the vulnerabilities of transition, while speaking to the needs of the future in a thoughtful and beneficial way to everyone involved.
- Developing a deeper bench of staff leadership is a key priority for the ____ board. This priority is shared by the Executive Director. The board continues to see its primary personnel function as the hiring, evaluating, and releasing of the Executive Director.
- Establishing an emergency succession plan related specifically to the Executive Director is meant to help _____ be prepared and ready in the event of an unanticipated crisis. Thinking this through ahead of time provides a path of stability in the moment of a real crisis.
- Board succession planning also needs thoughtful consideration. The board committee on governance is encouraged to give intentional thought to the effective identification and cultivation of prospective board members. The ____ Board is also encouraged to adopt effective means of evaluation and discussion related to effectiveness and transitions.
- Succession planning is meant to be part of the annual workflow of the Board, Executive Director, and leadership staff. It is not an event or a document. It is ongoing work about preparing for the future strength and health of _____. To be reviewed annually via the HR Committee.
- A key component of ongoing succession planning is embedded in the annual review process:
 - o The Board, via the HR Committee with the Executive Director
 - o The Executive Director with key leaders of _____