A close up of a logo

Description automatically generated

**Succession planning checklist – Executive Director**

Scenario #1 – unplanned immediate (personal tragedy, dismissal) – most challenging

Scenario #2 – unplanned with short notice (resignation, temporary leave) – mid level challenge

Scenario #3 – planned with long notice (retirement, reduced role) – easiest to manage

1. Delegation of authority

* Board chair or alternate
* Staff person
* Third party

Notes:

1. Should current ED provide board with an annual assessment of staff interest/capability to take on role?
2. Important for board level assignment in scenario #1 and #2
3. Recruitment

* Assemble task force (3 max)
  + Job posting
    - Edit existing/create new
    - Posting sites
    - Networks – staff, board
  + Process schedule
    - Interviews
  + Solicit relevant input
    - Board
    - Staff

Notes:

1. Ensure most recent posting on file for reference.
2. Passwords for indeed.ca (and others)?
3. Depending on scenario, existing ED may provide input to process, but unlikely to be part of process.
4. Recruiting and interview process management can be outsourced.
5. Communication plan

* Board members and staff
  + Content/message
  + Method
  + Timing
* Media
  + Content/message
  + Method
  + Timing
* Key stakeholders/partners
  + Content/message
  + Method
  + Timing
* Donors
  + Content/message
  + Method
  + Timing
* General public
  + Content/message
  + Method
  + Timing

Notes:

1. Need a current listing of all stakeholder groups identified above. Are they in the system?
2. Rule of thumb – “share what you can as soon as you can”.
3. Hiring

* Job offer
  + Job description - edit
  + Compensation details
  + Timing
  + Contract
* Communication of new hire
  + Board
  + Staff

Notes:

1. Ensure a current and relevant job description on file.
2. Ensure the current employment contract on file as a template for new.
3. Important to keep staff/board informed of process and progress.
4. Onboarding

* Introductions to staff and board
  + Method
  + Timing
* Communications
  + Media
  + Key stakeholders and partners
* Orientation to work and workspace
  + Keys
  + Passwords
  + Security considerations
  + Policy and procedures
  + Projects and initiatives

Notes:

1. Introductions (to staff and board) done in person by board president or designate.
2. In case of scenario #1, do we have all keys (duplicates), passwords and security considerations (??) in place?