

Tips for Succession Planning

- To prepare the President-Elect for the office of President, consider allowing him/her to prepare for and preside over an occasional board meeting.
- Encourage the President-Elect and other officers to attend a Chapter Board Workshop
- Use the Board Profile form to guide the make-up of your board (to ensure diversity, required skills, etc). The Profile may be found in the Chapter Resources Manual located in the Member Gateway.
- Ensure that terms on the Board of Directors are staggered so that there is always a balance of experienced and new Directors.
- Give some thought to creating a “line of succession”. For example, a board member with the potential and the interest in serving as President would progress from Chair of National Philanthropy Day® to V.P. of Membership with the understanding that he/she will be nominated as President-Elect and then serve as President. This schedule can be adjusted any way that suits your chapter needs. Be sure not to make the commitment too long but long enough for the board member to develop the skills necessary to lead the chapter effectively and with the confidence required to advance the chapter’s development.
- Cultivate new leadership by involving as many members as possible on committees and task forces. Begin by asking new members to take on small, short-term duties and work them gradually into more responsible assignments.
- Ensure that the Nominating Committee works on cultivating board/officer prospects all year long instead of beginning the search just before the slate of nominees is due.
- Review current chapter volunteer assignments with a view to dividing duties into smaller, less time-consuming responsibilities, wherever possible.
- Prepare lists of all chapter volunteer opportunities with a brief description of the duties and the amount of volunteer time required. This list should be made available at a fall meeting so that chapter leaders will have the chance to make assignments, based on the member’s interests, when the new officers begin their terms on January 1.
- Invite Past Presidents to remain active in the chapter. Ideas include the chapter mentoring program, service on an Advisory Board, administering the scholarship program, etc. This will keep experienced leaders in touch with the membership and allow them to observe members with leadership potential who can be recommended to the board and recruited to board service.