

Executive Director Succession Plan Generic CONFIDENTIAL to the Board and Executive Director [organization]

Based on the approved ED Succession Planning Policy

Situation Analysis For The Coming Year

- There is no expectation the plan will need to be implemented —
- A departure or retirement is planned —
- A temporary absence is expected or has just started —
- There has been a departure without enough notice for recruitment —
- Other _____ —

Readiness

1. The vision, values and mission statement, and strategic plan are:

- Up to date —
- Over a year since last reviewed —
- Over three years since a major review and rewrite —

Action required:

2. The current strategic plan includes these priorities that significantly involve the ED position:

- a)
- b)
- c)
- d)
- e)

3. Impact of strategic priorities on ED qualifications and competencies:

Action Required:

4. The ED job description is

- Up to date —
- Over a year since its last review —
- Over three years since it was developed —

Action required:

5. Hiring Criteria (Permanent):

[customize – at least a sentence or paragraph per criteria]

Action Required

6. Leadership Development status is

(to be redacted if document is shared outside the board and ED)

Action required:

7. Current staff members who can act during absences of up to six months (ED expected to return)

(to be redacted if document is shared outside the board and ED)

8. Readiness of management team members for the permanent ED role

(to be redacted if document is shared outside the board and ED)

9. Long-Term Interim Coverage (four to twelve months; ED expected to return OR ED recruitment in progress)

(to be redacted if document is shared outside the board and ED)

[refer back to Policy when writing]

ED Recruitment Process, if Required

[refer back to Policy when writing]

Action required:

10. ED Transition Out

Action required:

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11. ED Transition In

The onboarding plan is

- Up to date
- Over a year since last reviewed
- Over three years since a major review and rewrite
- Not yet created

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Action required:

12. Summary of Actions Required (example)

Action Area	Who	When	Resources Required
ED Job Description	ED. Executive and Governance Committee to review. Board to approve	By mid-April	ED time.
Leadership Development Plan	ED	September	ED time. Staff involvement as appropriate.
ED Selection Criteria and Core Competencies	Executive and Governance Committee and ED, for Board discussion and approval	For discussion at June or July Board meeting	Committee and ED time.
Interim Coverage	Board with ED recommendation	If needed	TBD
Long Term Coverage	Board with ED recommendation if internal. Board task force if external individuals to be considered	If needed	TBD
ED Recruitment	Executive Search Task Force, Executive Search consultant. ED as optional resource.	If needed	\$\$\$. Quotes from at least 3 consultants specializing in executive search in not-for-profit sector.
ED Transition Out	Chair	If needed	\$ Gift and event.
ED Transition In	Board, management team. ED as optional resource	If needed	Onboarding plan.