



### TEN BASIC BOARD RESPONSIBILITIES

FROM *THE TEN BASIC RESPONSIBILITIES OF NONPROFIT BOARDS*  
BY RICHARD T. INGRIM (BOARDSOURCE, SECOND EDITION 2008)

1. Determine mission and purposes
2. Select the chief executive
3. Support and evaluate the chief executive
4. Ensure effective planning
5. Monitor and strengthen programs and services
6. Ensure adequate financial resources
7. Protect assets and provide financial oversight
8. Build a competent board
9. Ensure legal and ethical integrity
10. Enhance the organization's public standing

### SUCCESSION PLANNING FUNDAMENTALS

- Are roles and responsibilities clearly defined?
- Are leadership structures (board and staff) well defined including intersectionality?
- Are the mission, vision, values and strategic priorities clearly understood?
- Has the board defined key policy and process for successful transitions, including strategic ongoing leadership development?
- Do we regularly evaluate and enforce accountability?
- Does our organization reflect a culture of inquiry?

### SUCCESSION PLANNING KEY ELEMENTS

- Review current policy and identify key leadership positions for your organization
- Defined policy adopted by the board for emergency succession plan AND planned leadership transition as well as policy to support ongoing leadership development
- Define statement of purpose – objectives and goals for the transition aligned with mission, vision, values and priorities – and ideal steps to outline transition in leadership including hiring process timeline and key communications
- Related materials including job description and annual review policy with expectations/goals
- Maintain strategic ongoing leadership development for all key leadership positions and the board

## WHAT IS A SUCCESSION PLAN?

A board approved policy to outline the process to guide transition in leadership grounded in the mission and strategic priorities of an organization.

***Disclaimer!!*** No single policy can incorporate all needed elements to support successful transitions.

### A process to guide transition in leadership...

- Unplanned (Emergency)
- Planned (Departure-Defined)
- Ongoing Leadership Development

NEED DEFINED POLICY FOR EACH!!

## WHAT IS IN THE SUCCESSION PLAN?

1. Plan **Type** – Emergency or Departure-Defined
2. Statement of **Purpose** – Objectives and Goals
3. **Steps** to Outline Transition in Leadership including Hiring Process Timeline & Key Communications
4. **Approved** by board
5. **Attachments** include
  1. Chief Executive **Job Description** (current)
  2. Chief Executive **Annual Review Policy** and Expectations/Goals

SUCCESSION PLANNING KEY ELEMENTS  
©KATE KALSTEIN CONSULTING 2018  
ALL RIGHTS RESERVED.

