

Succession Plan

20XX – 20XX

- CONFIDENTIAL -

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Board of Director's Video Training Series - Support Materials
Made possible through the support of the Nova Scotia Voluntary Sector Professional Capacity Trust

Introduction

In this section include a general overview of the current staffing and/or volunteer situation, noting specific opportunities or challenges that will be reflected further in the plan. In short, put the plan in context.

Current Status

Specifically outline where the organization is now in terms of staff and volunteer leadership.

Future Status

Specifically outline the foreseeable changes that have been identified. For example persons already scheduled to retire or major shifts in business that will effect organizational leadership requirements should be noted here.

[Complete one of these forms for each major position within the organization]

Position Title: (Title of the job)

Current Incumbent: (List the person currently in this position)

Key Roles & Responsibilities: (List this persons key roles and responsibilities)

Required Competencies: (List the required competencies of the position ... now and into the future.)

Temporary Staffing Plan: (Note what the plan will be if this person is out in the short, medium or long term.)

Succession Plan: (In this section note how this person will be replaced if they leave and how that process will be managed. If there is an obvious successor for this position it should be noted here.)

Notes: (In this section list any items that may affect the level of risk that exists for the person leaving. i.e. has no ties in the community, is looking for other opportunities etc.)