



TOOL KIT #5

SUCCESSION PLANNING

How to Use Tool Kit #5

This is the fifth of six Tool Kits in a series developed for OSEP Parent Training and Information Centers and Community Parent Resource Centers to ensure sound nonprofit governance practices. This training packet addresses Succession Planning.

Tool Kit #5 includes modules Parent Centers can use for Board professional development on three topics related to Succession Planning: Executive Director Succession Planning, Emergency Succession Planning, and Board Member Succession Planning. Each topic includes:

- a short video that you can stream anywhere you have an Internet connection,
- a Dialogue Guide (a series of Power Point slides with thought-provoking questions meant to prompt discussion/reflection on a topic),
- a FAQ (some of the most common questions that Boards have about the topic),
- a Resource List (great web-based and PDF handouts on the topic area).

You can use these materials selectively to meet the professional development time available and the specific needs of your own Parent Center. Here is one suggested plan for using the toolkit materials with your Board:

- Plan 40 - 45 minutes on your Board agenda;
- Show the video first (most are 8 - 15 minutes);
- Use the Dialogue Guide next (10-15 minutes). You can either use the Dialogue Guide as a PowerPoint for all to see and/or print hard copies. The Dialogue Guide is intended to guide a short Board discussion applying the ideas from the video to your own center;
- Next, distribute the FAQ Sheet and Resource List. (5 minutes). Both resources can be a “take home” for the Board of key points and important supplementary materials. If time permits, they can be reviewed during the Board professional development. Or, select 1-2 Resources off the list that really speak to you and provide these;
- Finally, use the Evaluation form (5 minutes).

If you would like more details, the chart that follows below briefly describes each product in the three Tool Kit #5-topic areas. Also included is a time estimate for each product and suggestions for optional materials to use during the Board professional development.

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Topic area	Product	Description	Time Needed	Optional Materials Needed
EXECUTIVE DIRECTOR SUCCESSION PLANNING	Video	This video https://youtu.be/UWw1YJuBI8 outlines the major considerations and role of the Board in ED Succession Planning, and provides tips for maintaining needed policies, procedures and processes.	11 minutes	Internet connection
	Dialogue Guide	This Guide includes PowerPoint slides with information, examples, and discussion questions for the Executive Director Succession Planning process. It includes a self-assessment exercise.	5 – 10 minutes	Succession Planning Self-Assessment
	FAQ	FAQs address what Succession Planning is and why it’s important, outlines considerations in developing the Succession Plan, and gives tips for execution.	NA	NA
	Resource List	Links and resources to hand out or use selectively.	NA	NA
EMERGENCY SUCCESSION PLANNING	Video	This video https://youtu.be/N7wFDmwi5hw addresses the definition of Emergency Succession Planning, outlines the components of the plan including documentation, the roles of staff and Board, and steps in executing the plan.	8 minutes	Internet connection
	Dialogue Guide	This Guide defines and gives examples of Emergency Succession Planning, outlines four key components, reviews the roles of key people, provides tips for executing the plan, and includes a self-assessment exercise for Board members.	10 – 15+ minutes	
	FAQ	The FAQ reviews the purpose and components of Emergency Succession Planning, the roles of Board and staff, documents needed, and tips for success.	NA	NA
	Resource List	Links and resources to hand out or use selectively.	NA	NA

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Topic area	Product	Description	Time Needed	Optional Materials Needed
BOARD SUCCESSION PLANNING	Video	This video https://youtu.be/OdPyiA2W4sA outlines how Board Succession Planning is key to Board effectiveness. It includes a discussion of rotation of members on and off the Board as well as to different positions within the Board. The video explores term limits and ways to develop and maintain a candidate pool.	11 minutes	Internet connection
	Dialogue Guide	This Guide includes PowerPoint slides meant to prompt Board discussion/reflection related to benefits of rotating members on and off the Board., and learning about tools to manage this rotation including the Gap analysis/Board Matrix, term limits and candidate pool development.	10 – 15 minutes	Parent Center Board Matrix
	FAQ	This FAQ reviews the importance of Board Member Succession Planning, keys to Board member rotation on and off the Board, and tips for rotation within the Board.	NA	NA
	Resource List	Links and resources to hand out or use selectively.	NA	NA
EVALUATION	Evaluation Form	Here is the Survey Monkey link for participants in all or part of Tool Kit #5 activities: https://www.surveymonkey.com/r/EvalToolKit5 . We would appreciate the feedback. We have also provided a hard copy Evaluation Form to use with participants if you prefer.	NA	NA