



GOVERNANCE

Phase III: Evolving Governance



Activity 16: Succession Planning

Goals

1. Identify critical positions within your organization
2. Identify future staffing needs
3. Identify people with the skills and potentials to perform future roles
4. Develop action plans for individuals to assume those positions

Prerequisites

Activity: Position Descriptions for Elected Leaders

Who Should Participate?

Current Governance representatives, Program management (if supervising staff), HR Administrators (if affiliated with an organizational home)

Length

60-120 minutes

Activity Instructions

Follow the *Succession Planning Toolkit* developed by the University of Washington Department of Professional and Organizational Development.

This exercise is hosted by the rights holder, University of Washington. At their request, we have not created a derivative version for use with the It Takes a Village Toolkit. For the most complete and up-to-date version of this exercise, please visit

<https://hr.uw.edu/pod/wp-content/uploads/sites/10/2018/08/Succession-Planning-Toolkit.pdf>