

## Succession Planning Check list for the Chief Executive

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- How well briefed and up-to-speed is my board on the issues, trends, and challenges facing our agency?
- Does my board know where are the board corporate records are kept in the office? Does the board secretary keep a separate copy of board corporate records off-site?
- Does my board have, or do they know whom to ask, to easily get a list of key constituents for crisis/emergency/transition communications? How recently have I personally reviewed and updated that list?
- When I think of not being in the office for an extended period of time, what might not get done, stalled, or forgotten? [The longer this list is, the more you need a succession plan!]
- Do I keep a lot of information in my head or in my own private records that has never really been transferred to my institution? Are there donors who only want to talk to me? Other key relationships that only I maintain? What would happen to these relationships if I left? Would the agency suffer as a result? What am I going to do to change that?
- Do I maintain a log of important information 'just in case'? What am I working on know that the board or other key staff would need to know about to carry on without me? Are all my files organized and properly labeled?
- Is there any confidential information [e.g., personnel files] to which only I have access? Does a board member and/or key staff member have a copy of my keys?
- Are my key contacts in order and easily identified in my rolodex and/or computer address system?
- Who else, besides the systems administrator, has a listing of all computer passwords, including mine? Does the board know who that is?
- Look at your management team and/or staff. Who would you be lost without? Who would you better off without? Have you delegated specific areas of your responsibilities to the gems of your team?
- Is there someone I would appoint as Deputy Director in your absence? Does the board know who that staff person is? Have I prepared that person to be Deputy Director? [In other words, could they provide the answers to all of these questions on this page to the board and/or staff if the need arises?]
- Does my board know who these gems are, who they should contact and for what? Do I have a staff person designated as board liaison in my absence? Does my staff know what duties they would assume during an unplanned absence?
- Do my employees maintain a log of important information 'just in case'? If one of my key staff left, would I know where to find their key contacts? Do I know what issues s/he was working on that someone – maybe even me - would need to follow up on?