

- Who has authority to sign checks and disburse payroll in my absence? Do the people who need to know that, know? Am I the sole signing authority on any account? [If so, you should not be! Take care of this now.]
- Are there back ups of all computer materials made at least weekly that are kept off site? Who keeps this information off site? Would someone else in the office know where to get it off site if we needed it?
- Are you actively developing leaders from among your staff? If you have a management team, are they developing leaders?
- Is there an operations manual for your office and key programs? Do all employees have a copy of this? Does the board secretary have a copy?
- Do I have a written transition plan that has been distributed to board officers and key management staff that outlines the answers to these questions?
- After reading this list, can I think of anything else I should do or plan for?

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