****

**Chapter Succession Plan Guideline: Pacific Northwest**

**KEY DEADLINES:**

* Succession Plan due: **Friday**, **May 15, 2015.**
* 2016 chapter officer positions: **Monday, November 2, 2015**.

This document is only a guideline to help chapter leaders start thinking about the future chapter leaders. There is as much flexibility encouraged based on the needs of the chapter.

**What is succession planning?** This is an ongoing process of systematically identifying, assessing and developing high potential chapter volunteers to carry-out the long-term strategic goals prepared by the chapter. These should be individuals identified by the chapter board as high performing volunteers dedicated to the mission of WICT.

**Why is succession planning important?**

* Ensures the WICT mission will be carried forward by future leaders.
* This ensures leadership continuity.
* Begin the process of training volunteers to better understand the requirements and commitment needed to for a fully functioning WICT chapter.
* It helps to identify the strengths in your volunteer pool.
* It helps to develop contingency plans.

**Here is a recommended timeline for successful succession planning:**

**January – April:**

* **New WICT chapter board takes office and performs day to day operations so as to include:**
  + Name a succession planning Chair and Co-Chair: Theressa Dulaney & Joni Pierce.
  + Understanding, communicating and executing “key” board roles and responsibilities to better understand the competencies of each role: (Completed)
  + Identifying existing gaps or holes in chapter processes and procedures. (In progress)
  + Requesting volunteers for cross-functional assignments to gauge strengths. (In progress)
  + Adopting contingency plans for unexpected board changes. (In progress / Current risk to the number of impacted board members)
  + Participating at chapter events and staying actively engaged to better understand all areas of chapter leadership: membership, programming, financial etc. (In progress)
  + Participating on chapter webinars at the beginning of the year. (Completed)

**May – July:**

* **WICT chapter board and the succession planning chair & co-chair identifies and gathers potential new board members for the following year by:**
  + Discussing succession planning with current board members at mid-year board retreat (planned for June 24)
  + Identifying high performing volunteers that are dedicated to the mission of WICT. (In progress / 1st meeting completed May 15, 2015.)
  + Provide opportunities for shadowing existing board members.
  + Interviewing interested candidates for all Board positions either in person and/or via phone.
  + Creating and encouraging nominations and submissions from members via mail, email etc.
  + Evaluate existing board member contributions and be prepared to have difficult conversations, if necessary.

**August:**

* **WICT chapter board and the succession planning chair & co-chair prepares for final selection by:**
  + Reviewing all proposed candidates for nomination.
  + Evaluate length of time volunteer has been a particular role.
  + Selecting and forwarding final candidates for membership voting (if applicable).
  + Tallying voting results.

**September - October:**

* **WICT chapter board and the succession planning chair/committee announces election results and final selection by:**
  + Notifying all members via email etc.
  + Inviting new board members to join next board meetings and conference calls
  + Integrating new board members to ensure complete understanding of roles and responsibilities
  + Attending the Chapter Leader Roundtable at the WICT Leadership Conference.

**November - December:**

* **Transition period for board members:**
  + Advising WICT National of all new chapter board leaders via email by Monday, November 2, 2015.
  + Old and new chapter board holds transition meetings and conference calls to ensure successful rollover
  + Participation on the end of year chapter leader webinar.