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**Chapter Succession Plan Guideline**

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 WICT Network’s mission.

**Why is succession planning important?**

* Ensures the mission of The WICT Network 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 for a fully functioning 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:**

* **The WICT Network new chapter board takes office and performs day to day operations so as to include:**
  + Name a succession planning chair and committee.
  + Understanding, communicating and executing “key” board roles and responsibilities to better understand the competencies of each role.
  + Identifying existing gaps or holes in chapter processes and procedures.
  + Implementing necessary changes in chapter operations.
  + Assign cross-functional assignments and rotate volunteers to gauge strengths.
  + Adopting contingency plans for unexpected board changes.
  + Participating at chapter events and staying actively engaged to better understand all areas of chapter leadership: membership, programming, financial etc.
  + Participating on chapter webinars at the beginning of the year.

**May – July:**

* **The WICT Network chapter board and the succession planning chair/committee identifies and gathers potential new board members for the following year by:**
  + Identifying high performing volunteers that are dedicated to the mission of The WICT Network.
  + 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:**

* **The WICT Network chapter board and the succession planning chair/committee 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.
  + Tallying voting results.

**September - October:**

* **The WICT Network 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 Network’s Leadership Conference.

**November - December:**

* **Transition period for board members:**
  + Advising The WICT Network HQ of all new chapter board leaders via email.
  + Old and new chapter board holds transition meetings and conference calls to ensure successful rollover.
  + Participation on the end of year chapter leader calls/webinars as scheduled.