

Succession Planning

What is succession planning?

Succession planning is simply having a plan and a process in place to prepare for the replacement of core employees and board members of an organisation in case of a sudden exit.

Why is it important?

- Life of the organisation
- Reputation of organisation
- Consistency of service
- Keeping Records



How to plan

It is important to have policies and procedures in place before the replacement is needed

- Keep board member terms varied
- Have diversity on the board (diverse skills, opinions, backgrounds, age, gender)
- Regularly identify skills and attributes the organisation could benefit from
- Maintain a list of identified potential successors
- Allow time for team bonding
- Have system in place an information sharing
- Strong induction for staff and board
- Provide leadership and development opportunities for staff/board members
- Create & maintain relationships outside the organisation
- Have *at least* one shared email account for the organisation
E.g. admin@organisation.co.nz or organistion@gmail.com