

## Succession Planning Timeline Incorporated into the Strategy Plan

Principal Goal Areas	Annual Goals	Strategies (Best approaches for addressing barriers, opportunities.)
<b>Succession Planning</b>	<ul style="list-style-type: none"> <li>• Long term Succession plan for Executive Director approved by board (Executive Committee)</li> <li>• Succession strategy for each key employee (HR Committee)</li> <li>• Executive director's performance evaluation (Chair)</li> <li>• Executive Director's job description review (HR Committee)</li> <li>• Executive Director's Emergency succession plan approved by board (HR Committee)</li> <li>• Personal succession planning and exit timetable (Executive Director).</li> <li>• Staff development and advancement program (Executive Director)</li> </ul>	<ul style="list-style-type: none"> <li>• Develop the long term and short term Succession Plan (Executive Committee)</li> <li>• Create a 30-60-90 emergency succession plan for Executive Director (Executive Committee)</li> <li>• Create a 30-60-90 day emergency succession plan for key staff (Executive Director)</li> <li>• Identify future skill sets needed to address future directions from key staff leadership (Executive Committee and Executive Director)</li> <li>• Review all job description (HR Committee)</li> <li>• Conduct Executive Director annual performance evaluations to identify any concerns (Chair)</li> <li>• Review Executive Director's performance evaluations of key staff members (HR Committee)</li> <li>• Develop personal succession planning and exit timetable (Executive Director)</li> <li>• Develop internal staff transition program and provide necessary training opportunities (Executive Director)</li> <li>• Establish staff development and advancement program to groom future leadership (Executive Director)</li> </ul>