

**Board of Directors Succession Plan**

Succession planning is a joint effort by both the Nominating Committee, the Board of Directors and the club presidents.

Election Schedule

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| President | Elected in even numbered years  |
| Vice President | Elected in odd numbered years |
| Treasurer | Elected in odd numbered years |
| Secretary | Elected in even numbered years |
| Directors at Large | 1 elected in odd numbered years; 2 elected in even numbered years |

Board members should notify the Board of their intent – e.g., run for another term, retire, by the Spring General Meeting. Currently, the succession plan for the roles of President, Vice-President, Treasurer, Secretary and Directors is as follows:

1. Form Nominating Committee (minimum of 2 board members)

Nominating Committee reviews Board Member Competency Profiles

Compile list of vacant positions

1. Distribute Notification of Vacant Positions to the Board and Club Presidents Potential candidates that have the skills and competencies desired for the roles are identified.

The club presidents and their boards are asked to use their local knowledge to help in the recruiting process. Nomination packages are emailed to each club. Names of potential candidates will be forwarded to the Nominating Committee.

1. Nominating Committee begins contacting the potential candidates identified by the Board of Directors. The candidates are given the job description of the position that they think matches their skills and a Volunteer Expression of Interest Form to complete and submit to the Nominating Committee.

**Knowledge Transfer**

To ensure that new members are well prepared to fulfill their responsibilities, each new member will receive a Transition Binder that contains: Competency Profile, Bylaws, Strategic Plan, Code of Conduct for Board Members, Terms of Reference for Committees.

**Onboarding**

* The outgoing Board Member introduces the new Board Member to the role and responsibilities of the position.
* Using the Transition binder, the outgoing Board Member reviews the Competency Profile, Bylaws, Code of Conduct and Terms of Reference, if applicable.

**Governance Training**

* Before the work of the Board begins, the whole board will attend a governance workshop to learn/review how to be skilled, effective, and strong leaders.