**Position:**

**Current Leader:**

**Term projected to end:**

**Months remaining:**

**As I plan for my successor, which of the following is currently true (highlight which is most true for you today):**

1. I have someone ready and committed to stepping into my role today
2. I have someone in mind who could be ready but I haven’t had the conversation with them yet
3. I have someone in mind who might be interested but it might be a stretch for them and they could benefit from some readiness support developmentally
4. There is someone on my team is interested in the role but they have blindspots I should work on with them to help them get ready
5. I have scoured my team and don’t have anyone interested or willing. I will need to start looking outside to other teams or to other members or potential members.
6. I haven’t thought about succession planning yet and I need to start asap
7. I haven’t thought about succession planning yet but I have more than a year and a half left in my term

**Explaining my role:**

* What are the big areas of responsibility I am responsible for and what % of my volunteer time do I devote to each?
* What are the top 3 benefits of being my role?

**Searching for talent:**

* What qualities/talents/skills should someone stepping into my role have in order to be successful in their day-to-day commitments?
* What qualities/talents/skills should someone stepping into this role have in order to be a great fit for collaborating at the Board level?
* What qualities/talents/skills should someone stepping into this role have in order to be a great fit for leading others?
* How can I continue to consistently spread the word authentically to position my team to be in a position where I have a natural successor who is ready as I near the end of my term?

**Readiness:**

* As I work with my team now and leading up to the end of my term, I need to focus on building the following skills and capabilities:
* As I think about each person on my team currently who may have or does have Board-level aspirations, what areas can I help them develop so that they can be ready when the right opportunity presents itself?
  + Person 1:
  + Person 2:
  + Person 3:
* How can I naturally queue up a conversation in each person’s best interest to help them along in their development so that they can be ready to step into a Board-level position?

**Cadence and Personal Commitments:**

* What are my commitments to myself, my team, the Board, and the chapter to be proactive in finding or growing a successor for my position?
* Are there any other notes, ideas, or thoughts I would like to capture at this time as it relates to Succession Planning?