

2010 SOS Submission: Middle Tennessee Board Succession Planning

Submission Date: 4/5/2010 5:57:16 PM
Chapter Name: Middle Tennessee Chapter
Chapter ID: CH4072
Chapter Location: Nashville
Chapter Membership Size: Medium (101-300)

Contact for this Submission: Nancy Collins
Email Address: nancy.collins@nfib.org
Phone Number: 615-872-5396
Chapter Title: Past President
Chapter Website URL: www.astdtn.org

Description of Effort: the succession planning process to ensure you have a full slate of officers to facilitate chapter leadership

Need Addressed: We've worked hard the past 4-5 years at building strong chapter leadership. We've brought the finances back from a bleak operating budget to more than \$15,000 in savings. We implemented a thorough succession planning process to ensure for 2010 we would have "the right people doing the right jobs."

Does this effort align with your chapter mission? Yes

Does this effort align with ASTD's mission? Yes

Target Audience: All members in our chapter were via newsletters and at chapter meetings to submit an application or nominate someone else for a board position. At nominating committee meetings we narrowed the list down to a targeted list.

Costs/Resource Use: Our board succession planning process did not incur financial costs. Volunteer nominating committee hours were 4 hours/month x 5 committee members x 6 months = 120 hours total.

How did you implement: Our nominating committee focused on completing the following steps: June 2009 – The president-elect (who chairs this committee) put together a nominating committee consisting of our past president and four additional members. Why was this mix important? The president-elect chose three committee members who were tenured members because they knew some "history" about whom in our membership had already served on the board. A newer member was also asked to be on the nominating committee who had more recent networking contacts in the chapter. The committee chair provided the committee these resources at the initial meeting: 1) chapter membership roster, and 2) a list of members who had attended six or more regular monthly meetings during the previous 12 months (indicating they were more "involved" in our chapter). Current board members were asked personally if they would serve another term or in a different capacity. Current board members were asked to recommend committee volunteers whom they had been grooming as their successors. Members were encouraged to apply for the board via newsletter communications and announcements at regular monthly meetings. Applications were accepted online via our website and via postal mail. July 2009 – We considered "out of the box" ideas to find potential board members. For example one idea was to contact each of our corporate members, asking their key contact if one of their coworkers would be a good fit for the board, or suggesting that two coworkers could share a board position that has two co-VPs. We felt our corporate members were more involved in our chapter, having a minimum of five chapter members at their company. Additionally an email was sent individually to each member who had attended six or more regular monthly meetings during the past 12 months, asking them "if they would be willing to do more with our chapter." The email

included a list of board position descriptions, as well as a note telling them someone on the nominating committee would be following up personally to discuss their level of interest. Many members said they appreciated being considered; felt it was an honor, etc. All responses were documented in a color-coded spreadsheet: 1) frequent meeting attendee, 2) interested/available, 3) interested/not available at this time, 4) not interested/served previously. August 2009 – A final list of board candidates was assembled. We designed a list of interview questions for this final list of candidates; candidates were phone interviewed by the committee. Discussion was held on the best fit for candidates who had applied for multiple board positions, as well as how the interview conversations turned out. September 2009 – Candidates for the ballot were called by the nominating committee to confirm they'd be willing to serve in a particular board capacity, starting with president and proceeding through the other positions. October 2009 – All board positions were filled! A Survey Monkey electronic ballot was created including candidate photos, a short bio, and why each candidate wanted to serve on the board.

What were the Outcomes: A successful election was held in November 2009 and recognition given to the new officers at our December chapter meeting.

Lessons Learned: Start your nominating/succession planning process six months before your elections. The process takes longer than you think between regular committee meetings, contacting candidates, etc. For example, when we thought we were “finished”, the candidate for president-elect asked to be removed from the proposed ballot, so we had more work to do!

Specific ASTD chapter resources that helped guide you in the process of completing this best practice:

1. Board position descriptions
2. Chapter membership roster
3. List of frequent chapter meeting attendees
4. Board nomination form on our website
5. Survey Monkey sample election ballot from previous year