



Success Planning Requires Succession & Board Member Planning

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Round Rock ISD Partners in Education Foundation

Michel Hudson, CFRE

501(c)onsulting™

Today's Agenda

- **What is a succession plan?**
- **Why is it important?**
- **Board Member Successions**
- **Staff Successions**
- **Getting Started**
- **Q&A**



“Only **27%** of nonprofits have a written succession plan in place, and **17%** of smaller nonprofits (under \$1 million budgets) have a plan.”

- *BoardSource Survey*







What is a Succession Plan?

- **Contingency Plan**
 - Sudden / Unexpected Departure
- **Long-range Plan**
 - Plan for Growth of Organization
 - Plan for Growth of Individuals

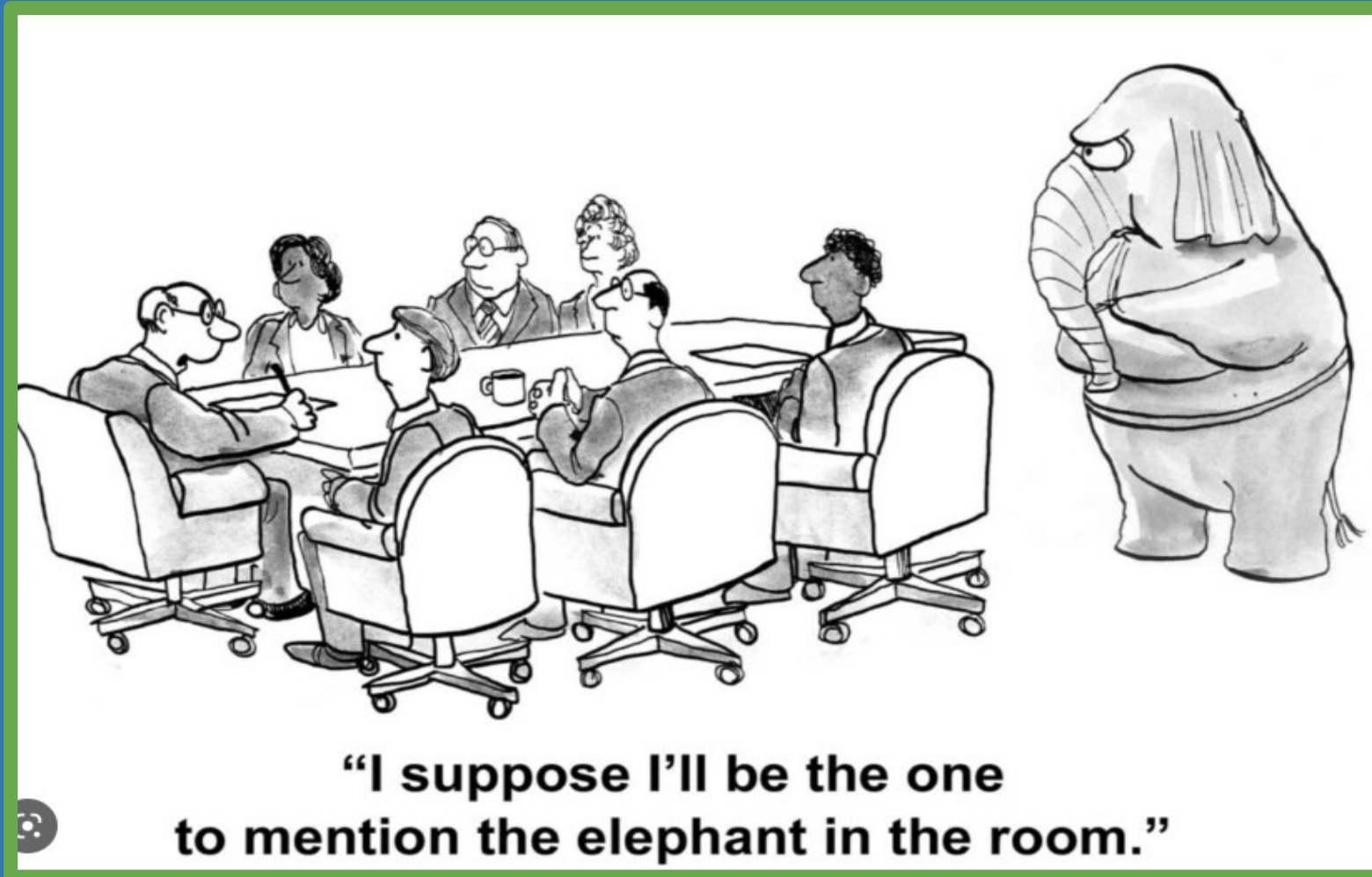
| TERM | DEFINITION |
|-----------------------|--|
| Short-Term Transition | Up to three months |
| Long-Term Transition | Longer than three months |
| Planned Transition | Retirement or Strategic change in Leadership |
| The Box | Cloud Base Server |

Why is it Important?

- **Protects the Organization**
- **Avoid “Transition Trauma”**
 - Minimizes Disruption
 - Continues Momentum
 - Reassures Stakeholders/Donors
- **Identify and Develop New Leaders**



Board Member Recruitment and Succession Plan



Board Members

- **Board Member Make-Up** (Who is on your Board?)
- **Developing the Right Board for Success and Succession**
 - *Friends of the Foundation*
 - *Engagement of Potential Board Members*
 - *Invitation and General Expectations of a Board Member*
 - *Commitment to Serve/Responsibilities of a Board Member*
 - *Replacement of Board Members*



Board Members: Who is on your Board?

Round Rock ISD Partners in Education Foundation - Board of Directors-Matrix

| <u>Accounting/ Financial Investments</u> | <u>Advertising/ MKTG</u> | <u>Architecture</u> | <u>Banks</u> | <u>Communication s-Social Media</u> | <u>Computers/ Technology</u> | <u>Construction /Development</u> | <u>Doctors/Hospital</u> | <u>Education</u> | <u>Insurance</u> | <u>Law</u> | <u>Products/Sales/ Service</u> | <u>Community/ CITY Positions Volunteers</u> | <u>Annual Positions</u> |
|--|------------------------------|---------------------|------------------|---|----------------------------------|--------------------------------------|-------------------------|------------------------|------------------|------------------|------------------------------------|---|---|
| Edward Jones | Hot Dog Marketing | PBK | Bank of America | Big Think | Dell | Bartlett Cocke | Baylor Scott and White | Texas State University | Allstate | Carlson Law Firm | Herff Jones | City Council | RRISD-Superintendent |
| | | O'Connell Robertson | First Texas Bank | Time for Social | Apple | Lott Brothers | John Hopkins | University of Texas | State Farm | | YMCA | Planning and Zoning | Austin Chamber of Commerce President of Education |
| | | | Citizen's Bank | | Samsung | | Dell Children's | Concordia | | | Sports Group | | Round Rock Chamber of Commerce President |
| | | | | | Applied Materials | | | | | | | | Council PTA President |
| | | | | | | | | | | | | | School Board Trustee Representation |
| | | | | | | | | | | | | | Ex-Officio |
| | | | | | | | | | | | | | Communication Department Leader |



Board Members

- *Developing the Right Board for Success and Succession*
 - *Friends of the Foundation*
 - *Engagement of Potential Board Members*
 - *Invitation and General Expectations of a Board Member*
 - *Commitment to Serve/Responsibilities of a Board Member*
 - *Replacement of Board Members*



Board Members

- Developing the Right Board
 - *Friends of the Foundation*

Create a Friend of the Foundation Program

Friend of Foundation Members are individuals in the community who contribute time and effort to the Foundation for fundraising and program activities **but** are not Foundation Board members.

Helps Foundation Staff to fill in the gaps of talents and skills needed for a particular event or committee.



Board Members

- Developing the Right Board
 - *Engagement of Friend of the Foundation as Potential Board Members*
 - Review Scholarships
 - Review Teacher of the Year
 - Review Grants
 - Invite to help with Fundraisers



Board Members

- Developing the Right Board
 - *Friends of the Foundation*

Create a Friend of the Foundation Program

- Board Member Recommendations
- Community leaders/Individuals who ask how to get involved with Education Foundation
- Individuals you and your staff identify in the community as a good fit
- Provide easy way to sign-up to get involved (google document-electronic form)
- District background check



Description

Friend of Foundation Members are individuals in the community who contribute time and effort to the Foundation for fundraising and program activities. As a Friend of the Foundation we ask that you please fill out the form below so we may be able to forward correspondence and information about our future events to your attention.

All applications for the Friends of the Foundation are kept on file and are only shared with the Foundation Staff to help fill in the gaps of talents and skills needed for a particular event or committee. If you have any questions please contact: Keri Pearson at 512-464-5600 or email at Keri_Pearson@rrisdeducationfoundation.org.

Contact Information

First Name *

Last Name *

Mobile Number

Email *

Business/Organization

Title

Address

City

Board Members

- *Invitation and General Expectations of a Board Member*

Board Development Policy

Time, Talent and Treasure Submission

Invitation to become a Board Member

TIME



TALENT

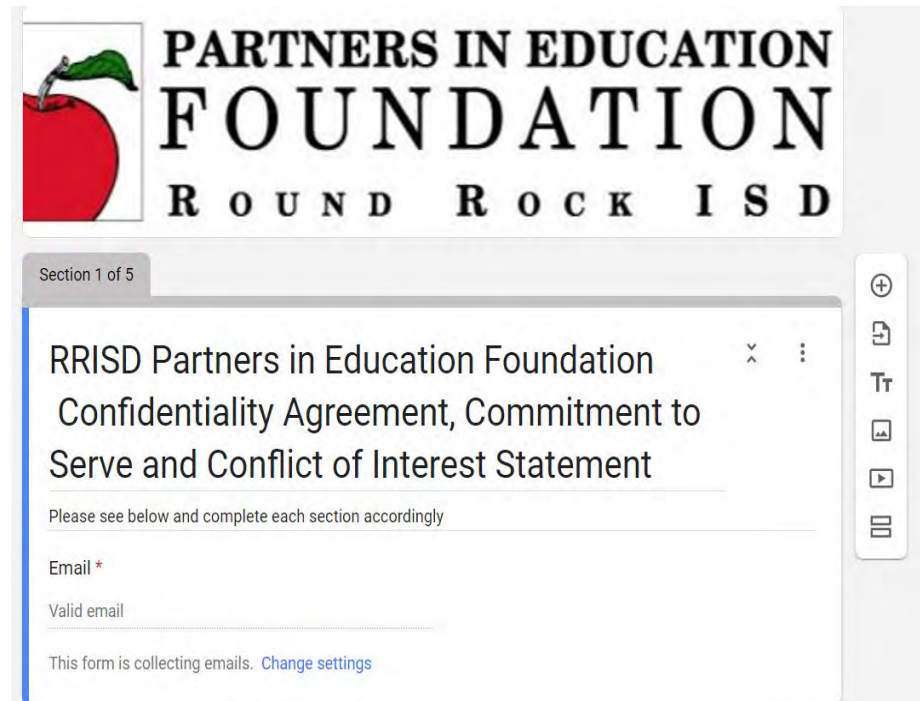


TREASURE



Board Members

- Developing the Right Board
 - *Commitment to Serve/Responsibilities of the Board Members*



The image shows a screenshot of a Google Form. At the top left is the logo for the Partners in Education Foundation, Round Rock ISD, featuring a red apple with a green leaf. The text 'PARTNERS IN EDUCATION FOUNDATION' is in a large, bold, serif font, and 'ROUND ROCK ISD' is in a smaller, spaced-out, serif font below it. Below the logo, the text 'Section 1 of 5' is visible. The main title of the form is 'RRISD Partners in Education Foundation Confidentiality Agreement, Commitment to Serve and Conflict of Interest Statement'. Below the title, there is a sub-instruction: 'Please see below and complete each section accordingly'. The first question is 'Email *' with a 'Valid email' error message below it. At the bottom of the form, there is a note: 'This form is collecting emails. [Change settings](#)'. On the right side of the form, there is a vertical toolbar with icons for zooming, printing, and other actions.

Board Members

- Developing the Right Board
 - *General Expectations of a Board Member*
 - Participation
 - Donations/Contributions
 - Creativity/Expertise
 - Chairperson's Responsibilities



Board Members

- *Board Orientation (Packet)*
 - Foundation History
 - Supported by PIEF/Calendar of Events/Programs
 - Confidentiality Statement
 - Board Responsibilities
 - Commitment to Serve
 - Conflict of Interest
 - Whistleblower Statement
 - Potential Board Candidates
 - Board Roster



Board Members

- Developing the Right Board for Success and Succession
 - *Replacement of Board Members*
 - *Term Completed*
 - *Not a Good Match*
 - *Doesn't meet the Responsibilities*

Succession of Board Members:

Always keep up to 5 pre-approved Board members in wait on your Board Matrix and fill in the hole when and where needed with your Board Development Committee Reviewing every six months.

Circle Back to Friend of the Foundation and review prospects.



Organizational succession planning plays a **critical role** in the survival of a nonprofit.

You want a **smooth transition**.

You also want to leave the organization strong enough to **survive a departure**, and **in better shape** than when you started.



Staff Members – Organization & Staff Succession

- Organization Inventory
- Locked Safety Box
- Who Has Access?
 - Bank Accounts & Signers
 - Passwords & Logins
 - Financials
 - HR & Personnel
 - Tax Documents
 - Bylaws, Policies & Procedures
 - Assets – Facilities, Equipment, Storage



Staff Members – Organization & Staff Succession

Checklist for Acceptance of All Types of Emergency Succession Plans

Succession plan approval. This succession plan will be approved by the Executive Committee and forwarded to the full Board of Directors for its vote and approval. This plan should be reviewed annually.

Signatories. The Board Chair, the Executive Director and the Acting Executive Director shall sign this plan.

Organizational Charts. Attached are three organizational charts. Attachment B is an organizational chart that reflects staffing positions and lines of authority/reporting throughout the organization. Attachment C is an organizational chart that reflects how that structure will change within the context of an emergency/unplanned absence of the Executive Director with an Acting Executive Director, and Attachment D is an organizational chart for no Interim or Acting Executive Director.

Important Organizational Information. *The Information and Contact Inventory (Attachment E) will provide the critical information needed during the leadership transition.*

Copies. Copies of this Emergency Succession Plan along with the corresponding documentation shall be maintained by the Board Chair, the Executive Director, the Acting Executive Director Appointee, and the Human Resources Committee Chair.



Staff Members – Organization & Staff Succession



The Emergency Succession Plan and the supporting documents (the Information and Contact Inventory, job descriptions and organizational charts) should be reviewed and updated annually.

Signatures of Approval:

Board Chair

Date

Executive Director

Date

VP of Human Resources Committee


Date

Individual Selected as Acting Executive Director

Date



NONPROFIT SUCCESSION PLAN TABLE OF CONTENTS

1. **Rationale and Definition Of Succession**
 2. **Procedures and Conditions of Change in Leadership**
 - A. Succession Committee Description
 - B. Authority And Compensation Of Acting Executive Director
 - C. Board Oversight
 - D. Communication Plan
 - E. Completion Of Emergency Succession Period
 3. **Succession Plan: Temporary, Unplanned Absence – Short Term**
 4. **Succession Plan: Temporary, Unplanned Absence – Long Term** and Permanent Change in Exec. Director
 5. **Checklist for Acceptance** of Succession Plans
 6. **Approval And Signatures**
- 

NONPROFIT SUCCESSION PLAN TABLE OF CONTENTS

7. **Organizational Information**

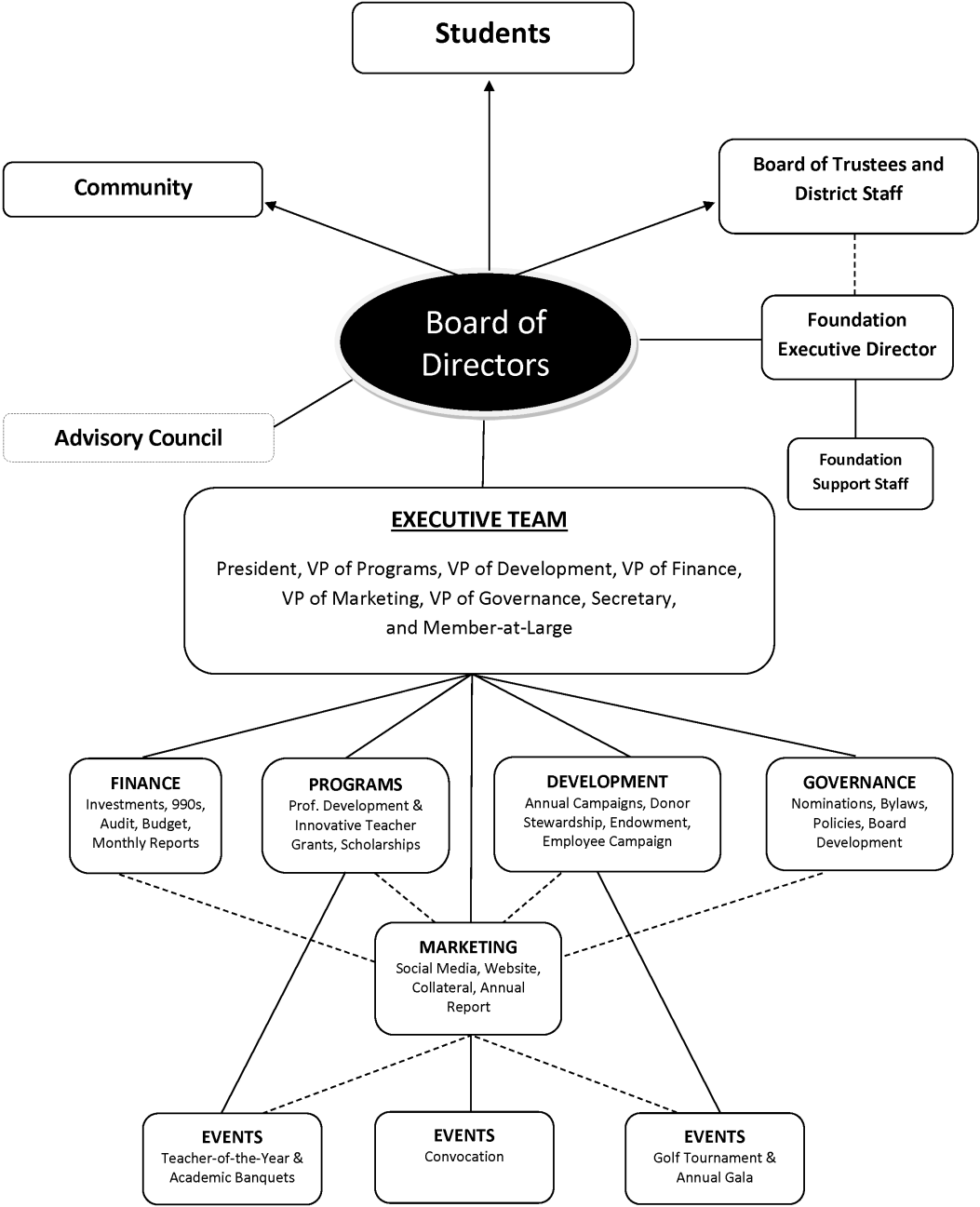
- A. Nonprofit Status (Include All Legal Documents)
- B. Human Resources (Organization Chart)
- C. Facilities (Any Asset You Own and Directions to Find Legal Documents)
- D. Financial Information (All Banking and Employee Financial Partners)

8. **Contact Inventory**

- A. Financial
- B. Legal Counsel
- C. Key Stakeholder Contacts
- D. Payroll (Name And Payroll Schedule)
- E. Insurance Information



Education Foundation Organizational Chart



Students

Community

Board of Trustees and District Staff

Board of Directors

Foundation Executive Director

Advisory Council

Foundation Support Staff

EXECUTIVE TEAM

President, VP of Programs, VP of Development, VP of Finance, VP of Marketing, VP of Governance, Secretary, and Member-at-Large

FINANCE
Investments, 990s, Audit, Budget, Monthly Reports

PROGRAMS
Prof. Development & Innovative Teacher Grants, Scholarships

DEVELOPMENT
Annual Campaigns, Donor Stewardship, Endowment, Employee Campaign

GOVERNANCE
Nominations, Bylaws, Policies, Board Development

MARKETING
Social Media, Website, Collateral, Annual Report

EVENTS
Teacher-of-the-Year & Academic Banquets

EVENTS
Convocation

EVENTS
Golf Tournament & Annual Gala

Issaquah Schools Foundation Organization Chart - October 2013

Board of Trustees

Trustees: Govind Agarwal, Rachel Auffant, Kim Bao, Matt Coyne, Ellen Dieken, Doug Eickerman, Michael Garrett, Cathia Geller, Heidi Kayler, Carolyn Kennedy, Neva Luke, Rachel Merrill, Jody Mull, Debbie Rossman, Dana Rundle, Karen Stevens, Jenell Tamaela

Emeritus: Eve Martine, Hamilton McCulloh, Todd Thull

Students: Eric Hall, Madeline Houlihan, Gauri Sharma, Jasmine Vu, Helen Wang

Ex-Officio: Matt Bott, Brian Deagle, Ina Ghangurde, Susan Gierke, Phyllis Runyon, Ron Thiele

Executive Committee

Sally Brunette, President / Kristin Behn, President Elect & VP Board Development / Lida Buckner, Co-VP Marketing / Robin Callahan, Executive Director
Beth Donahoe, Secretary / Erica Fewel, Treasurer / Susan Griffin, Co-VP Programs / Alison Meryweather, VP Major Gifts
Rod Putney, Co-VP Marketing / Patti Sheehan, VP Human Resources / Leigh Stokes, Past President / Camille Vaska, Co-VP Programs

Staff

Robin Callahan, Executive Director
Lynn Juniel, Development Manager
Michelle Weldon, Office Manager
Becky Boberg, Database/Gifts Processing Coordinator

Resource Development

Lynn Juniel / Robin Callahan
Cathia Geller/Heidi Kayler/Matt Coyne / Alison Meryweather
Rachel Auffant / Dana Rundle / Sally Brunette / Leigh Stokes

Marketing

*Lida Buckner
*Rod Putney
Govind Agarwal
Lynn Juniel
Jenell Tamaela
Leslie Block
Nancy Castonguay
Jennifer Fischer
Julie Hart
Barbara Howe
Rick Robertson
Jennifer Sauer

Finance

*Erica Fewel
Sally Brunette
Robin Callahan
Doug Eickerman
Todd Thull
David Miller
Jill Mounsey

Programs

*Susan Griffin
*Camille Vaska
Sally Brunette
Robin Callahan
Ellen Dieken
Beth Donahoe
Susan Gierke
Carolyn Kennedy
Neva Luke
Jody Mull
Debbie Rossman
Leigh Stokes
Jill Dixon
Becky Gordon
Shubha Rajopadhye

Student Needs

*Robin Callahan
Sally Brunette
Susan Griffin
Leigh Stokes
Lynn Juniel
Ron Thiele
Camille Vaska
Jodi Bongard
Emilie Hard
Jake Kuper
Paula Phelps

Basic Student Needs

*Neva Luke
Robin Callahan
Susan Griffin
Jody Mull
Phyllis Runyon
Tammy Anderson
Connie Fletcher
Kellie Gronski
Vicki Hoffman
Diane Holt

Academic Enrichment Grants

*Debbie Rossman
Ellen Dieken
Robin Callahan
Donna McLeod
Katie Ritter
Scott Sands
Sunil Shah

VOICE

Board Development

*Kristin Behn
Sally Brunette
Robin Callahan
Jody Mull
Leigh Stokes

Nominating

*Robin Callahan
Kristin Behn
Sally Brunette

Volunteer Coordinator

*Open

Strategic Planning

*Leigh Stokes
Govind Agarwal
Sally Brunette
Robin Callahan
Michael Garrett

Human Resources

*Patti Sheehan
Sally Brunette
Robin Callahan
Leigh Stokes
Debbie Shiozaki

Alumni

*Paul Keller
Robin Callahan

Major Gifts

*Alison Meryweather
Sally Brunette
Robin Callahan
Lynn Juniel
Rachel Merrill
Leigh Stokes
Dino Guzetti
Ingrid Jarvis

Grant Writing

*Lynn Juniel
Robin Callahan
Tania Issa

Corporate Dev.

*Matt Coyne
*Cathia Geller
Kim Bao
Robin Callahan
Lynn Juniel
Leigh Stokes

All in for Kids

*Rachel Auffant
*Dana Rundle
Lida Buckner
Lynn Juniel
Alison Meryweather
Neva Luke
Kate Badiozamani
Gretchen Dowling
Karen Donovan
Ina Ghangurde

Nourish Every Mind

*Cathia Geller (Luncheon)
*Heidi Kayler (Breakfast)
Kristin Behn
Lida Buckner
Ina Ghangurde
Lynn Juniel
Debbie Rossman
Jenell Tamaela
Michelle Weldon
Blair Baumer
Millie Crithfield
Marilyn Evans
Laura Fortner
Kim Foster
Lisa Gaan
Theresa Larsen
Michele Maresh
Donna McLeod
Lisa Petersen
Eileen Rubenstein
Lila Ruzicka
Bridget Sanborn
Stephanie Schuehle
Sally Schultz

9. ORGANIZATIONAL INFORMATION

A. NONPROFIT STATUS

| NONPROFIT STATUS | ONSITE LOCATION | OFFSITE LOCATION | ONLINE URL |
|--------------------------|---|------------------|------------|
| IRS Determination Letter | Electronic copy in Cloud base server and hard copy in all offices | | |
| IRS Form 1023 | Not Applicable | | |
| Bylaws | Electronic copy in Cloud base server and hard copy in Office Manager's office | | |
| Mission Statement | Electronic copy in Cloud base server | | |
| Board Minutes | Electronic copy in Cloud base server The BOX and hard copy in Office Manager's office | | |
| Password Book | Electronic copy in Cloud base server and hard copy in Executive Director's Office Pink Binder | | |

A. FINANCIAL

| AUDITOR NAME | PHONE | EMAIL | ADDRESS |
|---------------------|---------------|----------------------|-------------------------------|
| Bookkeeper R US | (512)235-6789 | bookkeeper@gmail.com | PO Box 1000, Austin, TX 78910 |

| BANK NAME | ACCOUNT NUMBERS | LINE OF CREDIT |
|--------------------------------------|------------------------|-----------------------|
| Randolph Brooks Federal Credit Union | XXXXXXXXXX | No line of Credit |

| BRANCH REPRESENTATIVE | PHONE | EMAIL | ADDRESS |
|------------------------------|----------------|--------------|--|
| Susan Banker | (1110)111-1111 | | 100000 Best bank in Town, Round Rock, TX 78665 |

INVESTMENTS: FINANCIAL PLANNER / BROKER COMPANY

Merrill Lynch

| BRANCH REPRESENTATIVE | PHONE | EMAIL | ADDRESS |
|------------------------------|---------------|------------------------|------------------------------------|
| Merry Christmas | (512)222-2222 | Merry@MerrillLynch.com | 1000 East Main St., Waco, TX 78888 |

| WHO IS AUTHORIZED TO MAKE STOCK AND WIRE TRANSFERS? | WHO IS AUTHORIZED TO SIGN CHECKS? |
|--|---|
| President, Vice-President of Resource Development | President, Treasurer, VP's and Executive Director |

INVESTMENTS: FINANCIAL PLANNER / BROKER COMPANY

Edward Jones

| BRANCH REPRESENTATIVE | PHONE | EMAIL | ADDRESS |
|------------------------------|--------------|--------------|----------------|
|------------------------------|--------------|--------------|----------------|




B. HUMAN RESOURCES

| HUMAN RESOURCES INFO | ONSITE LOCATION | OFFSITE LOCATION | ONLINE URL |
|-----------------------------------|--|------------------|------------|
| Employee Records / Personnel Info | In Executive Director's office/locked in small lockbox ; when ED out of office for more than three days; key will be provided to President or other assigned and approved Executive Board Member | | |
| I-9s | In Executive Director's office/locked in small lockbox | | |
| Audit/Tax Information | Electronic copy in Cloud base server and hard copy in <i>Office Manager's</i> office | | |
| Retirement monthly Recaps | Hard copy white binder in blue cabinet near door (key is in ED desk to the left top draw but will be provided to President or assigned and approved Executive Board member if ED out of office more than three days; | | |

D. FINANCIAL INFORMATION

| FINANCIAL INFORMATION | ONSITE LOCATION | OFFSITE LOCATION | ONLINE URL |
|---|--|------------------|------------|
| EIN | In Executive Director's office/locked in small lockbox | | |
| Current Form 990 | Electronic copy in the BOX and hard copy in Office Manager's office and hard copy in Office Manager's office | | |
| Previous Form 990s | Electronic copy in the BOX and hard copy in Office Manager's office and hard copy in Office Manager's office. | | |
| Current Audited Financial Statements | Electronic copy in the BOX and hard copy in Office Manager's office and hard copy in Office Manager's office. | | |
| Previous Audited Financial Statements | Electronic copy in the BOX and hard copy in Office Manager's office and hard copy in Office Manager's office. | | |
| Financial Statements | In Executive Director's office (binder) | | |
| State or District Tax Exemption Certificate | Electronic copy in the BOX and hard copy in Office Manager's office and hard copy in Office Manager's office. | | |
| Blank Checks | In Executive Director's office/locked in cabinet (describe color) near door; and will be provided to Fundraising and Marketing Manager or President/Assigned Executive Board member if ED is out of office for more than three days. | | |

| | | | |
|--------------------------|--|--|--|
| Computer Passwords | Electronic copy in Cloud base server and hard copy in Executive Director's Office; President or Assigned Executive Board Member may have access if needed while ED is out more than three days | | |
| Online Account Passwords | Electronic copy in the BOX and hard copy in Office Manager's office and hard copy in Office Manager's office | | |

| | | | |
|-------------------|---|--|--|
| Donor Records | Electronic copy in Cloud base server - The box | | |
| Funding Schedule | Not applicable | | |
| Client Records | Electronic copy in the BOX and hard copy in Office Manager's office and hard copy in Office Manager's office. | | |
| Vendor Records | Electronic copy in Cloud base server-The Box | | |
| Volunteer Records | Electronic copy in Cloud base server - The Box | | |
| Revenue | RAINBOW Binder labeled in ED office bookshelf with all deposit and copies of checks |  | |
| Expenses | PURPLE Binder labeled in ED office bookshelf with all expenses and corresponding receipts | | |
| Contracts | Black Binder labeled in ED office bookshelf with yearly contracts for vendors/services | | |

WHO IS AUTHORIZED TO MAKE STOCK AND WIRE TRANSFERS?

President, Vice-President of Resource Development

WHO IS AUTHORIZED TO SIGN CHECKS?

President, Treasurer, VP's and Executive Director

B. LEGAL COUNSEL

| ATTORNEY NAME | PHONE | EMAIL | ADDRESS |
|---------------|--------------|-----------------------|-------------------------------------|
| Rose John | 512-555-5555 | Lawyer@Carlsonlaw.org | 51244 Lawyer Street, Waco, TX 66688 |

C. KEY STAKEHOLDER CONTACTS

| STAKEHOLDER NAME | PHONE | EMAIL | ADDRESS |
|------------------|--------------|-----------------|---|
| John Smith | 512-478-7777 | Johnr@gmail.com | 811 Bunny Rabbit Hole, Austin, TX 78704 |
| Susan Jennings | 512-799-8999 | Susan@gmail.com | 11421 Panera Bread Drive, Austin, TX 78759 |
| Ellen Johns | 512-777-7777 | Ellen@gmail.com | 2234 Buena Dias Drive, Round Rock, TX 78665 |

D. PAYROLL

| COMPANY NAME | ACCOUNT NUMBER | |
|------------------------|----------------|-----------------------------|
| Hill Country Payroll | XXXXXXXXXX | |
| PAYROLL REPRESENTATIVE | PHONE | EMAIL |
| Coby Paycheck | (512)888-5300 | Coby@austinhilymountain.com |

E. FACILITIES

| BUILDING MANAGEMENT COMPANY NAME | REPRESENTATIVE NAME | PHONE | EMAIL |
|---|----------------------------|---------------|----------------------------------|
| Goodwin & Company | Melissa McWilliams | (737)228-3484 | Melissa.McWilliams@goodwintx.com |

| OFFICE SECURITY COMPANY NAME | ACCOUNT NUMBER |
|-------------------------------------|-----------------------|
| TRS Security | XXXXXXX |

| REPRESENTATIVE NAME | PHONE | EMAIL |
|----------------------------|--------------|-----------------|
| John B Good | 512-545-5454 | John@besafe.com |

| PEST CONTROL COMPANY NAME | ACCOUNT NUMBER |
|----------------------------------|-----------------------|
| Massey Services | 7867382 |

| REPRESENTATIVE NAME | PHONE | EMAIL |
|----------------------------|---------------|----------------|
| Sam Goody | (512)298-3737 | Sam@massey.com |

F. INSURANCE INFORMATION

| POLICY TYPE | COMPANY / UNDERWRITER | POLICY NUMBER | REPRESENTATIVE PHONE / EMAIL | BROKER PHONE / EMAIL |
|---|------------------------------|----------------------|-------------------------------------|--|
| General Liability / Commercial Umbrella | United State Liability Group | NBpppppp | | Kea Miller, (512)637-4127 kmiller@WatkinsInsuranceGroup.com |
| Directors & Officers Liability | United State Liability Group | NBPppppp | | Kea Miller, (512)637-4127 kmiller@WatkinsInsuranceGroup.com |
| Retirement Plan | SIMPLE IRA | XXXXXX | EDWARD JONES/JACKIE LEE | JACKIE@EDWARDJONES.COM |
| Worker's Compensation | Texas Mutual | Opppppp | | Kea Miller, (512)637-4127 kmiller@WatkinsInsuranceGroup.com |

| | | | | |
|----------------------------------|-----|--|--|--|
| Health Insurance | N/A | | | |
| Unemployment Insurance | | | | |
| Disability Insurance: Short-Term | N/A | | | |
| Disability Insurance: Long-Term | N/A | | | |
| Life Insurance | N/A | | | |
| Dental Insurance | N/A | | | |
| Long-Term Care | N/A | | | |

Staff Members – Personnel

- Executive Director
- Fundraising
- Support Staff



Executive Director

- **Roles & Responsibilities**
 - What's in the Job Description?
 - What's NOT in the Job Description?
- **Hiring Process**
 - Board Role
 - District Role
- **Communication Plan**
 - When, Who, How
- **Transition**
 - Timeline
 - Outsourcing



Fundraising Staff

- Donor Relationships
- Donor & Prospect Tracking
- Events & Campaigns
- Grants



Support Staff

- Roles & Responsibilities
 - Cross-training
- Workload Reconfiguration
 - Board
 - District
 - Other Staff
- Access
- Outsourcing



Getting Started

- **Board Member Development and Succession**
- **Contingency Plan**
 - Sudden / Unexpected Departure
- **Long-range Plan**
 - Plan for Growth of Organization
 - Plan for Growth of Individuals
- **Working with the School District**
 - HR Issues
 - Shift in Workload
 - Communication Plans



Resources

- ***The Nonprofit CEO Succession Roadmap***, by Don Tebbe
<https://morancompany.com/succession-planning-tips-for-nonprofits>
- ***The Value of Nonprofit Succession Planning***, Bloomerang Webinar
<https://bloomerang.co/webinar/video-the-value-of-nonprofit-succession-planning>
- ***Nonprofit Executive Succession-Planning Toolkit***, Federal Reserve Bank of Kansas City –
<https://www.kansascityfed.org/community/nonprofit-succession-toolkit/>
- ***Starting the Conversation About Succession Planning***, La Piana Consulting –
<https://www.lapiana.org/insight/lets-talk-about-succession-planning-getting-the-conversation-started/>
- ***Succession Planning Resources*** (\$), BoardSource
<https://pages.boardsource.org/succession-planning-blog-resources>
- ***A 7 Step Succession Planning Process for Nonprofits***, Joan Garry Podcast
<https://www.joangarry.com/podcast/ep-164-a-7-step-succession-planning-process-for-nonprofits/>
- ***Smartsheets for Non-profits*** <https://www.smartsheet.com/succession-planning-templates>



Q&A

Marianne Reap

Executive Director

Round Rock ISD Partners in Education Foundation

Marianne_Reap@rrisdeducationfoundation.org

www.rrisdeducationfoundation.org

Michel Hudson, CFRE

Owner / Founder

501(c)onsulting™

www.501consulting.com

mhudson@501consulting.com