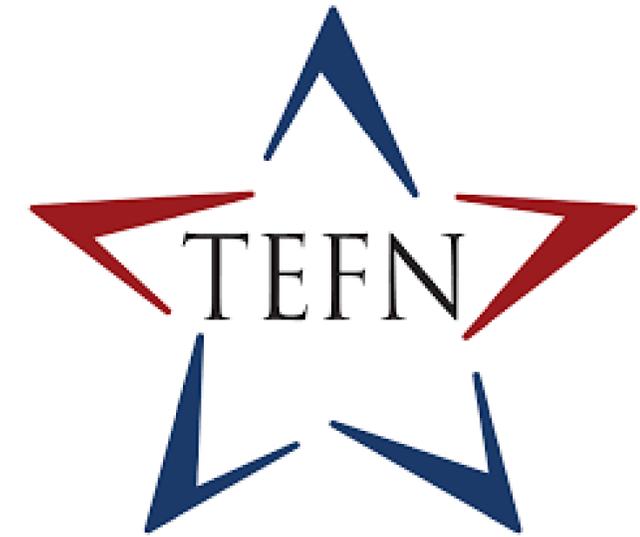


Planning Now for Future Growth: Staff, Board and Organization Succession



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Today's Agenda

- **What is a succession plan?**
- **Why is it important?**
- **Staff Members**
 - **Working with the School District**
 - **Access & Security**
- **Foundation Board**
- **Summary – Getting Started**
- **Resources**
- **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*



The 99th Floor

DON'T YOU
THINK WE'RE
CUTTING IT KIND
OF CLOSE?



**JILL'S RETIREMENT PARTY
AND SUCCESSION PLANNING
KICKOFF MEETING**



marketoonist

What is a Succession Plan?

“Succession planning is the process of **identifying very important positions** in the organization and creating a **talent pipeline**, by preparing employees to **fill vacancies** in their organization **as others retire or move on.**”

Why is it Important?

- **Protects the Organization**
- **Avoids “Transition Trauma”**
 - Minimizes Disruption
 - Continues Momentum
 - Reassures Stakeholders/Donors
- **Identifies and Develops New Leaders**

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.

Types of Plans

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



A photograph of a person with long blonde hair writing in a spiral notebook on a desk. A white coffee cup is on a saucer to the left. The image has a red overlay. The text "Staff Members" is centered in white.

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**



Executive Director

- **Communication Plan**
 - **When, How, Who**
- **Transition**
 - **Timeline**
 - **Interim Role**
 - **Outsourcing**



Fundraising Staff

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



Support Staff

- **Roles & Responsibilities**
 - **Cross-training**
 - **Stay Interviews**
- **Workload Reconfiguration**
 - **Board**
 - **District**
 - **Other Staff**
 - **Outsourcing**



A photograph of a person sitting at a desk, writing in a spiral notebook. The desk also has a laptop, a white mug on a saucer, and a pen. The background is slightly blurred, showing what appears to be a classroom or office setting. The entire image is overlaid with a semi-transparent red filter.

Working with the School District

District / Foundation

- **Roles & Responsibilities**
 - **HR Issues**
- **Workload Reconfiguration**
 - **Shift in Workload**
- **Communication Plans**
 - **Who Does What & When**



A photograph of a person sitting at a desk, writing in a spiral notebook. The person is wearing a blue long-sleeved shirt. On the desk, there is a white mug on a saucer, a laptop, and another notebook. The background is slightly blurred, showing what appears to be a meeting room or office setting. The entire image has a red color overlay.

Access & Security

Foundation Inventory

Organization Information

- **Nonprofit Status** (Include Bylaws, Policies & Procedures, and all Legal & Tax Documents)
- **Human Resources** (Organization Chart)
- **Facilities** (Any Asset You Own/Rent)
- **Financial Information**
(All Banking and Financial Partners)



Foundation Inventory

Passwords & Logins

Contact Information

- Financial
- Legal Counsel
- Key Stakeholder Contacts
- Payroll (Vendor and Payroll Schedule)
- Insurance Information





Foundation Board

Board Make-Up (*Who are your Board Members?*)

Developing the Right Board for Success and Succession

- Evaluate your current Board –
Are these the Right Board Members?
- 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



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@rriseducationfoundation.org.

Contact Information

First Name *	Last Name *
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
Mobile Number	Email *
<input type="text" value="Mobile xxx-xxx-xxxx"/>	<input type="text" value="name@example.com"/>
Business/Organization	
<input type="text" value="Enter Info"/>	
Title	
<input type="text" value="Enter Info"/>	
Address	
<input type="text" value="123 Address Blvd"/>	
City	
<input type="text" value="Your City"/>	

Developing the Right Board

Friends of the 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.

Developing the Right Board

Engagement of Friends of the Foundation/Potential Board Members

- Review Scholarships Applications
- Review Teacher of the Year Applications
- Review Grant Applications
- Invite to help with Fundraisers



Developing the Right Board

Invitation to become a Board Member (Board Development Policy)

Time



Talent



Treasure



Developing the Right Board

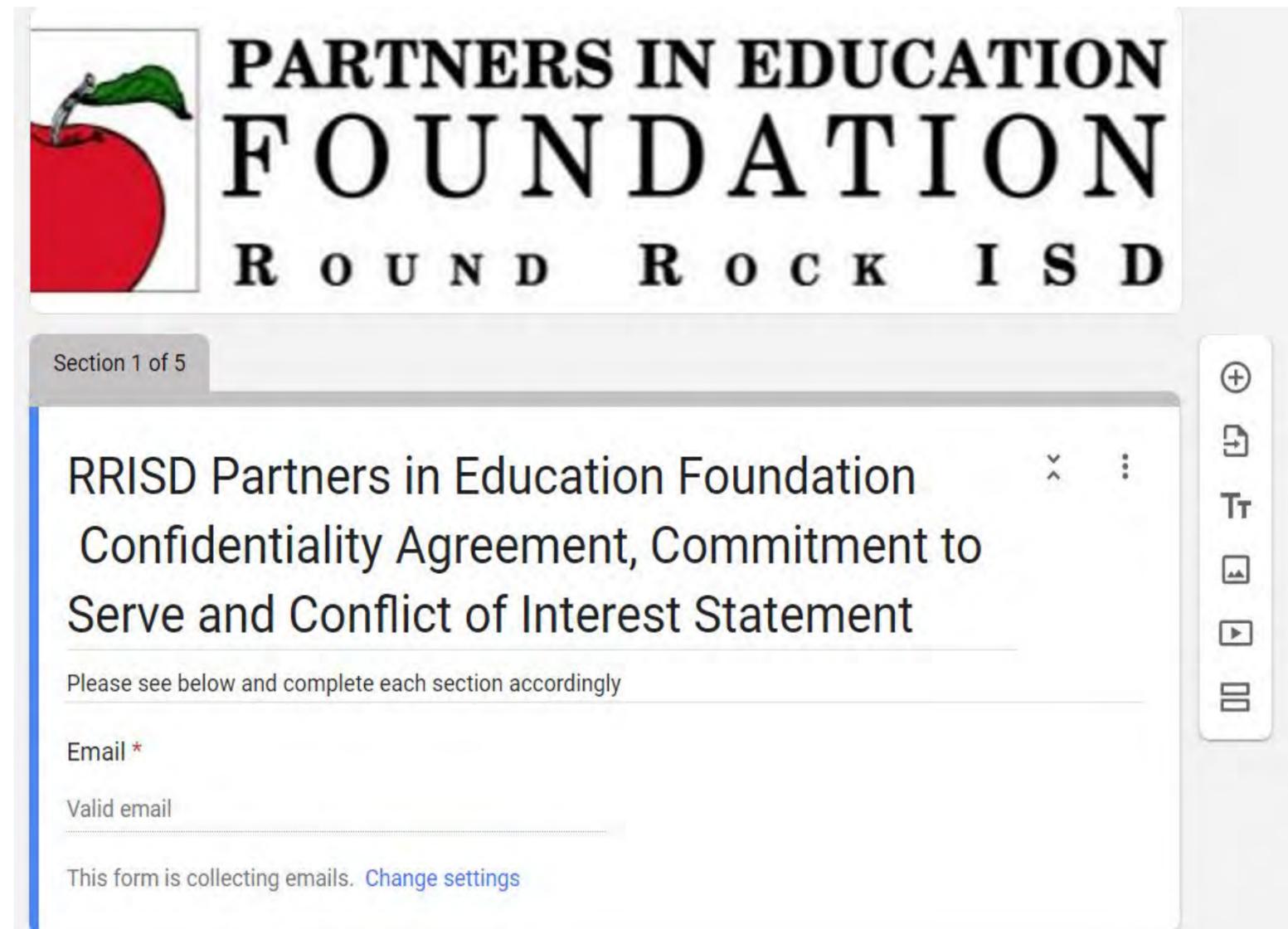
General Expectations of a Board Member

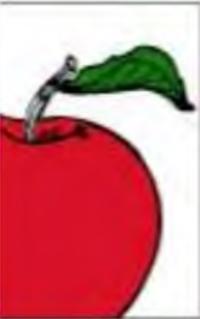
- Participation
- Monetary Donations / Contributions
- Creativity / Expertise
- Chairperson's Responsibilities



Developing the Right Board

Commitment to Serve / Responsibilities of the Board Members



 **PARTNERS IN EDUCATION
FOUNDATION**
R O U N D R O C K I S D

Section 1 of 5

RRISD Partners in Education Foundation
Confidentiality Agreement, Commitment to
Serve and Conflict of Interest Statement

Please see below and complete each section accordingly

Email *

Valid email

This form is collecting emails. [Change settings](#)

Developing the Right Board

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 Friends of the Foundation and review prospects.

Developing the Right Board

Board Orientation (*Packet*)



Summary – Getting Started

- ✓ **Staff Development**
- ✓ **Board Development**
- ✓ **Succession – Contingency Plan**
 - ✓ Sudden / Unexpected Departure
- ✓ **Succession – 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***, Moran Company – <https://morancompany.com/succession-planning-tips-for-nonprofits>
- ***The Value of Nonprofit Succession Planning***, Bloomerang – <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 – <https://www.joangarry.com/podcast/ep-164-a-7-step-succession-planning-process-for-nonprofits/>
- ***Succession Planning Templates***, Smartsheets – <https://www.smartsheet.com/succession-planning-templates>

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Q&A

Connect With Us



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