

# ANATOMY OF A SUCCESSION PLAN

**A SUCCESSION PLAN** is a document that guides the governing board in planned or emergency departure of the Chief Executive Officer or other key positions.

Planned succession is the retirement process of an executive director; emergency succession is unanticipated. A single document can address both aspects.

The goal is a seamless continuation of operations. The board has a responsibility to consider "what if we were without our CEO." Conversely, the CEO should keep the board informed of succession-retirement timelines and processes.

