

Succession Plan for CNEO/211 East

There are two aspects of a succession plan, one is what you do to handle short-term, or mid-term absences and what you do in terms of when somebody decides to move on to another job or retires.

In both cases, it is really about preparing, growing and nurturing staff so that they can step up when required. Attached you will find a succession plan that deals with somebody who has to be absent for an extended period or leaves their position. This plan is what would happen on a temporary basis.

Succession planning for the circumstance where the Executive Director is retiring or leaving for another position is key. In the case of CNEO, the organization has identified the Director of Operations as the potential successor for the Executive Director. The Director of Operations continues to be coached and mentored by the current Executive Director with the possibility of the Director of Operations taking on the role as Executive Director. In the event that the Director of Operations was to become the Executive Director there are several experienced staff that could step into the Director of Operations's role, certainly on an interim basis and potentially with more coaching and mentoring on a permanent basis.

As we go forward and expand our staff contingent, we are always looking to identify those with the potential to move up in the organization. And those opportunities need to be there if we want to keep the best of our staff on our team.

Succession planning is an iterative process and therefore is one where the Executive Director and the Board must be constantly reviewing the current circumstance of the organization so that there can be some smooth transitions if there are staff changes.

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