

Succession Planning for Chapters

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Our Mission is Leadership

The mission statement of the Minnesota Women of Today is:

*The mission of the Minnesota Women of Today is to help women improve their own lives and the lives of the people in the communities around them. This organization shall be a place in which young women are actively encouraged to become involved and hold positions of **leadership**. The organization shall provide opportunities for all members:*

1. *To contribute to their communities by raising funds for worthy causes and by providing services or education to benefit community members.*
2. *To develop and to foster skills and talents related to becoming successful individuals, interacting well with other people, and **becoming capable leaders**.*
3. *To develop friendships and to find personal support within the organization.*

Note that leadership is highlighted twice in our organization’s mission. While not everyone joins the organization to become a leader, all members should be offered the opportunity and encouraged to develop those skills.

What is Succession Planning?

Succession Planning is a process for identifying and developing people with the potential to fill key leadership positions in an organization. This document outlines a process and provides some tools for succession planning of your chapter board. If your chapter utilizes these tools, you should always be building your current and future leaders.

The objectives of succession planning are:

- Identify individuals with the potential to assume greater responsibility in the organization
- Provide development experiences to those individuals
- Support the development of the next leaders of the organization

These development opportunities may also:

- Improve member retention and involvement
- Help individuals develop skills to move ahead in their career

Succession Planning Tool

You can utilize a simple spreadsheet to capture your succession plan. Set aside time in your board meetings at least once per trimester to discuss the members in your chapter and consider their future leadership opportunities.

As you start your succession planning, you may only discuss the next year's board positions. As you get use the process more, you could discuss the next three years for the chapter board to ensure you have time to develop members through growth opportunities.

Here is a sample template you can utilize for your chapter succession plan:

CHAPTER LEADERSHIP PLANNING GUIDE						
Position	Year	Name	Interested?	Eligible?	Mentor?	Growth Opportunities?
President	2014-2015	Jane	Yes	Yes		
President	2015-2016	Sally	Not really	Yes		
State Delegate	2014-2015	June	Yes	Not yet	Jane	More comfortable giving reports
State Delegate	2015-2016	Mabel	Yes	Not yet	Laurie	Should attend a few conventions
Membership VP	2014-2015	Sally	Yes	Yes		
Membership VP	2015-2016	???				
Internal Programming VP	2014-2015	Linda	Yes	Not yet	Anne	Chair more projects first
Internal Programming VP	2015-2016	???				
External Programming VP	2014-2015	Laurie	Yes	Yes		
External Programming VP	2015-2016	???				
Secretary	2014-2015	???				
Secretary	2015-2016	???				
Treasurer	2014-2015	???				
Treasurer	2015-2016	???				

In this example, you can see they are okay for some roles on the next board, some potential people to develop, and a concern about secretary and treasurer.

Leadership Growth Opportunities

As you determine what growth opportunities chapter members need, you can review the following chart to spur ideas. There are many existing tools and resources within Women of Today that will help members grow and develop.

So you need to...

Grow your speaking skills

May we recommend...

- Give more reports at meetings
- Participate in Effective Speaking Contest
- Offer to speak about Women of Today with another organization

	<ul style="list-style-type: none"> Attend the Minnesota Women of Today Train the Trainer course
Grow your written communication skills	<ul style="list-style-type: none"> Write articles for the chapter NEWSLET Submit a mid-year / year-end entry Write press releases for your chapter Submit project of the trimester nominations
Grow your time management skills	<ul style="list-style-type: none"> Take the Time Management PEP Course
Grow your training skills	<ul style="list-style-type: none"> Attend the Minnesota Women of Today Train the Trainer course
Grow your leadership skills	<ul style="list-style-type: none"> Take the Leadership PEP Course Chair projects and take leadership positions such as a local program manager or board position

New Member Survey

Members join Women of Today for a variety of reasons. If your chapter does not already ask new members about what they want to get out of their membership, you may want to consider asking. There is a sample new member form in later in this document that includes questions about why they joined, work experience, and talents available on the Minnesota Women of Today.

Other resources

Here are some additional websites with information on succession planning and leadership.

Succession Planning

- <http://foundationcenter.org/getstarted/topical/succession.html>
- http://www.compasspoint.org/sites/default/files/docs/research/526_buildingleaderfulorganiza.pdf
- <http://www.kc.frb.org/publicat/community/Nonprofit-Executive-Succession-Planning-Toolkit.pdf>
- <http://www.successionplanningtemplate.net/category/succession-planning-basics/>
- <http://www.aecf.org/~media/Pubs/Other/B/BuildingLeaderfulOrganizationsSuccessionPlann/Building%20Leaderful%20Organizations.pdf>
- <http://www.aecf.org/Home/KnowledgeCenter/PublicationsSeries/ExecutiveTransitionMonographs.aspx>

Leadership Development

- <http://www.aecf.org/MajorInitiatives/LeadershipDevelopment/LdrshpResources.aspx>

Application for Membership **ANYTOWN** Women of Today

Name		Today's Date	
Address			
Phone	Primary	Other (work, cell, etc)	
Birth Date m/d/yyyy		Dues <input type="checkbox"/> Check <input type="checkbox"/> Cash	
Email			
Where did you hear about us?			

The optional information below allows our chapter to help you grow:

Reason for Joining? (friendships, resume building, volunteering, etc)	
Work Experience	
Talents, Hobbies, and/or Passions	
Interests in Personal Growth (Are there skills you want to learn?)	

Service • Growth • Fellowship

Please make checks payable to **ANYTOWN** Women of Today
CHAPTER ADDRESS HERE

About the ANYTOWN Women of Today:

The accomplishments of organized women are truly great. By selecting the Women of Today as your organization, you will see what you and your chapter can do for the community, your family and for yourself.

We feature a wide variety of programming areas, some of which are Women's Wellness, Living & Learning, Youth of Today, and Community Connections. We raise money for research and education for many foundations such as **SPECIFIC EXAMPLES HERE** and many more. In addition to all this, we offer leadership training, friendship, and FUN!

Our yearly dues are **\$45**, which pays for your membership in the local, state and national organization for one year. It pays for your subscription to the local and state newsletters, a Plan of Action (the local orientation manual) and one year of liability insurance.

Requirements for Membership

Anyone of the age of 18 is welcome to join our organization. We hope you are able to frequently attend meetings and events, but understand when other priorities get in the way.

General Meetings

We meet on the **DAY** of each month at **TIME** at **LOCATION**. We have other events and activities throughout each month.

Minnesota Women of Today Creed

We, the Women of Today are service, growth and fellowship. We believe that through us great lessons can be learned, worthy deeds performed, and a hand of fellowship extended to millions of women everywhere. May we leave the world a better place because we lived and served within it.

Minnesota Women of Today Mission Statement

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1. To contribute to their communities by raising funds for worthy causes and by providing services or education to benefit community members.
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