

Northeast Tarrant County (NETC)-AAUW Succession Plan

Criteria	NETC Actions	Status
1. Determine type of plan	1. Identify key positions that are essential for NETC functions.	1. The elected officer positions are identified as essential. a. A slate of elected officers for 2020-2022 has been secured. b. The slate of elected officers for 2020-2022 was approved by the board on October 27, 2019.
2. Create Succession Plan Team	2. Designate Team Members: Ginny Phoenix, chair; Carol Fisher, Margaret Martin, Gloria Long, Jerrilyn Woodard-Entrekin, Paula Jernigan and Cheri Butler.	2. Members have collaborated on line and consulted regarding document revisions and recommendations for actions. a. The NETC board has provided input.
3. Identify main factors for plan.	3. Determine key factors: a. Identify slate of officers for next biennium. b. Contact candidates and discuss responsibilities. c. Obtain agreement to serve if elected. d. Hold joint meeting of previous and new board members.	3. The slate of nominated officers for 2020-2022 has been contacted and have agreed to serve. a. The slate of nominated officers was presented to membership on January 11, 2020. b. The election will be held in April 2020. c. A joint board meeting is scheduled for Sunday, May 17, 2020.
4. Link succession plan to overall strategic plan.	4. Include key steps and completion of succession plan in Strategic Plan (goals).	4. The Succession Plan was added to Strategic Plan (Goals) and reviewed by the board on Sunday, October 27, 2019. Input and revisions added. a. Succession Plan revised after January 5, 2020 board meeting. b. Distributed to board for final approval.
5. Identify sources for successor candidates.	5. Identify sources for candidates for elected offices. a. Conduct member survey to determine areas of interest, talents, skills and career experience. b. Encourage members to participate in branch meetings. c. Ensure candidates are members in good standing.	5. Member survey includes opportunities for involvement in many activities of the branch. a. When there are opportunities for member participation the survey is used to identify possible candidates. b. Co-chair positions encouraged with an experienced individual partner for many opportunities in the branch.
6. Shape action plans.	6. Translate plans into concrete actions. a. Update Strategic Plan (formerly Branch Goals) at each board meeting so that progress can be communicated. b. Identify opportunities for additional actions during the board reviews. c. Provide new officers with specific documents on duties. d. Mentor new officers at joint board meeting and selected times.	6. Strategic Plan (Goals) includes actions and assigned individuals for each component. a. Action spreadsheets have been used to communicate essentials to individuals assigned. b. Input from many individuals is obtained by sharing documents, discussion. c. Board review includes input from numerous individuals since committee chairs and others attend.