



AAUW MORGAN HILL SUCCESSION PLAN

Introduction:

The Morgan Hill branch of AAUW, established over 40 years ago, has over 170 members. We are active and successful, well-known, and respected in our community of 48,500 residents, for our monthly educational programs, candidate forums, and annual Wildflower Run fundraiser - a 39-year 100% volunteer run Morgan Hill tradition that funds our AAUW fund contributions, scholarships, community action grants, and leadership training.

Sustainability of our organization is of paramount importance. Keeping members engaged, attracting new members, and good leadership are critical.

Goal:

Our primary goal is to enable smooth and efficient leadership transitions, and to be prepared for unexpected vacancies. Additionally, we strive for a balanced mix of members with branch history, knowledge, and experience, along with new members with fresh ideas and perspectives in our future leadership.

Succession Planning:

Our branch has processes to help us in succession planning and a smooth transition of leadership to ensure the continued success of our branch.

1. Leadership Development Team (LDT):

This committee includes current and past presidents, president-elect, representative(s) from the membership committee, and interested members. The LDT meets monthly and reviews the interests, expertise, and experience of all members, new and old, using members' application forms, and through personal knowledge to create a pool of future leaders. The committee also solicits potential leaders through the weekly emails and the bimonthly newsletter.

Members are contacted individually by LDT members, and a list of future leaders is created. This list is used to fill mid-year vacancies in the board and committees, and also shared with the nominating committee to help them fill the slate of officers for the upcoming year.

Additionally, all board and branch members in leadership positions are encouraged to help in leadership development year-around.

2. The Nominating Committee:

The Nominating Committee works with the LDT to develop a succession list, beginning work in December to develop a slate for elected board positions from the pool of identified potential leaders (mentioned above). The ideal slate would include a mix of new members with fresh ideas and members with past branch history, knowledge, and experience (per our goal stated above). Co-board positions are encouraged.

3. Current position-holders train potential successors:
The current position holder trains a potential successor through shadowing, discussion, and/or delegation, and finally hands over the updated experience file/binder at the time of transition.
4. Experience files:
Each member in a leadership position maintains an experience file including a yearly timeline of actions.
5. Bylaws Committee:
This committee meets monthly. In addition to updating bylaws when needed, the committee is responsible for keeping current and updated, branch policies & procedures, job descriptions, and standing rules of elected, appointed, and advisory board positions. This helps in the leadership succession process and is an ongoing yearlong process, much like the painting of the Golden Gate Bridge: <http://www.aauwmh.org/governance/>.
6. Strategic Planning by the LDT & Yearly Retreat:
The Strategic Planning for the year includes a succession plan. It initiates in the LDT and is the starting point at the annual board retreat where leadership vacancies to fulfil the needs of the strategic plan are discussed, as well as emerging needs and goals.
7. President, Co-President, and President-Elect:
The position of the president-elect prepares the future president. The president-elect also assists the current president, easing their burden, while being an ideal learning platform for their future responsibilities. Sometimes co-presidents operate formally, with an additional president-elect position.

Future plans:

- Incorporating National AAUW's succession plan template to our process.
- Assigning an individual mentor to every new board member.
- Encouraging every member in a leadership role to mentor at least one future leader.
- Providing a self-evaluation form for current leaders to help in succession planning.
- Having a yearly membership survey to identify interest in leadership and in what area.