*Community Health Center*

**SUCCESSION PLANNING ACTIVITIES & TIMELINE**

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| Activity | Responsible | Projected Completion Date | Status |
| Write Policy for “Succession Planning for CEO.” Obtain Board Approval. |  |  |  |
| Quarterly Discussion of SC at Meetings by Board’s Personnel Committee. |  | Ongoing |  |
| Develop and keep a Binder in CEO’s Office of all documents/work completed by CEO and CFO throughout the year as guide for future CEO and CFOs | CEO |  |  |
| Attend learning sessions on Succession Planning and perform research on topic. |  |  |  |
| Review, Revise, and Update Job Description for CEO Position for use now and for future hires (including key competencies for position) | Personnel Committee |  |  |
| Identify key/critical positions in the organization that require succession planning to ensure prompt filling of position in emergency or retirement (i.e., CEO, CFO, Medical Director, Nursing Director, Billing Supervisor) | CEO |  |  |
| Identify sources that would post job announcement on websites, magazines, newsletters for key leader positions when vacancies occur | CEO |  |  |
| Identify sources (agencies and/or consultants) that could assist in Executive Search, (i.e., NACHC, PCA) |  |  |  |
| Develop or update job descriptions for each position to be included in the Plan. | HR Director |  |  |
| Review & revise Corporation’s Strategic Plan listing goals and objectives for next 3 years. Include objectives for leadership skills development |  |  |  |
| Identify employees and/or Board Members (in addition to CEO) who will share important external relationships with major funders, community leaders, etc. | CEO and Board |  |  |
| Identify who will be the backup for each key position and cross-train the back-up on those essential duties. | CEO |  |  |

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| Assess high potential employees by having employees perform self-evaluations of their skills and job performance. Discuss career plans with individual employees. Encourage employees to seek further education or training to improve their chances of being promoted into higher positions | Managers |  |  |
| Ensure Operational Manuals exist for key administrative systems and are easily accessible and up-to-date. | Managers |  |  |
| Draft a Communication Plan for the Succession Plan to be communicated internally and externally if needed. Include search procedures and policy for appointment of “interim or acting” directors. | CEO |  |  |