

# Board succession planning



*Directors are temporary custodians of the association they serve. Part of their responsibility is to ensure the existence of a succession plan to enable continued good governance. Associations Forum's Denys Correll provides some tips to help you with your succession planning.*

- 1 The nomination and election of directors is a responsibility of members. However, the Board can assist members by ensuring there is a pool of the best possible candidates from which to choose.
- 2 Boards need a variety of skills to meet their obligations to members and the law. Boards can add to their pool of talent and fill gaps in skills by having some positions for non-member directors appointed by the Board.
- 3 Ideally there should be a Nominations Committee, as a sub-committee of the Board, which assists the Board in identifying and recruiting potential candidates for election or for appointed positions or for filling casual vacancies.
- 4 In preparing for elections the Board can assist the process by examining the association's strategic plan and undertaking a skills analysis to identify the types of candidates who will assist the association achieve its plan.
- 5 The Board should notify members of the skill mix needed by future directors so that members can consider these when nominating and voting to fill Board positions.
- 6 As part of the nomination process, nominees should complete a nomination form that gives each candidate an equal opportunity to identify their skills in relation to the strategic plan.
- 7 Due diligence before elections is well worth doing. It is better to find out before an election if a candidate is not a fit and proper person to be a director. Likewise, candidates should be encouraged to do their own due diligence to ensure they know the extent of their obligations.
- 8 Interviewing candidates is another step in determining the best possible potential Board members. Questions could cover skills, potential conflicts of interest, qualifications, and availability to contribute the requisite amount of time to the association.

## Have you had your Constitution reviewed lately?

Associations Forum is able to give clear, practical advice on what may need to be reviewed or improved.

This service is provided free as part of **SILVER** and **GOLD** membership. Contact **Kathy Nguyen**: [kathy@associations.net.au](mailto:kathy@associations.net.au) or 02 9904 8200.



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