

## DoGood Organization - Officer and Committee Succession

### **Policy:**

It is the policy of DoGood Organization to assure the successful transition of officers and committee chairpeople through a standardized succession process. This process is designed to effectively communicate duties, schedules, and information and to provide mentorship and training for new organizational leaders. Committee chairs are responsible for compiling and transmitting calendars, material, and information to their successors immediately (within two-weeks) after elections. The incoming board president is responsible for ensuring that the transition orientation takes place.

### **Procedure:**

All committee chairs are required to update their committee calendars at the end of their term of office, as well as compile and transmit committee information and documents to their successor via an in-person meeting and Dropbox, Google Drive, or some other appropriate electronic tool.

### **Information to be transferred:**

#### Executive Committee - President

- ✓ Updated Board Governance Calendar
- ✓ Updated Committee Calendars – Executive, Finance, Governance
- ✓ Sample Board Giving letter
- ✓ Executive Director Performance Evaluation Policy
- ✓ Executive Director Position Description (updated annual during ED review)
- ✓ Executive Director self evaluation tool
- ✓ Board tool for annual ED performance review
- ✓ ED performance review board compilation tool
- ✓ ED wage and benefit confirmation letter from previous year

#### Governance/Nomination Committee – Often the Vice President

- ✓ Updated Governance/Nomination Calendar
- ✓ Board Recruiting Matrix
- ✓ Board Assessment Procedure and Tools – Full Board and Individual
- ✓ Board Recognition Procedure
- ✓ Board Application and recruitment material
- ✓ Board orientation information

#### Finance Committee - Treasurer

- ✓ Updated Finance Calendar
- ✓ Copy of last and current year's budget
- ✓ Copy of most recent 990
- ✓ Copy of most recent audit
- ✓ Copy of documentation and process for hiring an auditor
- ✓ Contact information for bookkeeper, CPA and Auditor