



### **Chapter Board Successor and Succession Planning**

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Board of director (BOD) rotation is an important element to ensure your chapter remains energized and full of fresh ideas. In June, you will install your new chapter board members for 2016-2017. Have you begun the search for candidates to fill the vacancies that will occur on your board? If so, have you talked with these potential candidates?

As so often happens in our busy lives, months fly by like days, and June will be here before we know it! If you haven't already done so, it is extremely important that you start the process now. Here are some suggested steps:

- Ask your board members if they would like to continue in their current positions or if they are interested in holding another position on the BOD.
- Ask your board members if they can identify chapter members or others in the profession who might be potential candidates to fill vacancies.
- Review the written BOD position descriptions to ensure that they are up to date so you can provide potential candidates the accurate roles and responsibilities for each position.
- Start talking about open BOD positions at your chapter meetings to communicate the need for people to step up to these roles. Share the great things board members do, such as attending regional meetings and volunteering, the benefits of being a BOD member, like the opportunity to earn ARMA's Professional Leadership certificate at no charge, and personal stories of fun times you've had and the challenges you've met as BOD members.
- Ask potential candidates who decline to run for the BOD if they might be willing instead to volunteer time to a particular function, activity, or committee. Using committees is a great way to take the work load off the BOD while engaging members.
- Consider ways to incentivize members to participate on the chapter BOD or committees, such as providing a discount on chapter meetings or reimbursements for professional development.

We don't need to tell you that volunteering is hard work and requires commitment from individuals who are already working hard at their day jobs. You are one of those awesome volunteers! But, despite the hard work, as you have found, volunteering is incredibly rewarding; people experience a vast amount of personal and professional growth as a result of participating on a chapter board.

So, remember: reaching out to ask people to serve on your BOD provides them the opportunity to become more involved, to grow personally and professionally, and, in turn, to help ARMA International continue to grow and improve.