



POLICY/PROCEDURE

Title of Policy	Succession Planning
Policy Number	1.8
Category	General
Approval Body	Board of Directors
Approval/Effective Date	January 18, 2025
Proposed Date of Review	January 2030

CONTEXT AND PURPOSE

1. Purpose

This policy outlines the approach taken by Meant 2B Loved Pet Rescue Society (M2BL) to ensure continuity in key leadership roles through effective succession planning. By proactively identifying and preparing individuals to fill key positions, M2BL aims to minimize disruptions and ensure the ongoing success of the organization.

2. Scope

This policy applies to all board members and key volunteer roles within M2BL, particularly those with responsibilities critical to the organization's operations, including the roles of President, Vice-President, Treasurer, Secretary, Animal Welfare Operations Coordinator, and Cat Adoption Coordinator.

3. Policy Statement

M2BL recognizes that leadership transitions are critical to organizational stability and sustainability. The organization is committed to planning for these transitions by identifying potential successors, providing development opportunities, and ensuring a smooth handover of responsibilities when changes occur.

4. Succession Planning Objectives

The objectives of this succession planning policy are to:

- Maintain organizational stability and continuity during leadership transitions.
- Identify and prepare potential successors for key roles.
- Ensure that M2BL's mission, vision, and values continue to guide the organization.
- Reduce the risks associated with sudden departures of key personnel.

5. Key Roles and Responsibilities

5.1. Board of Directors

The Board of Directors is responsible for:

- Reviewing and approving the succession planning policy.
- Identifying critical roles and potential successors.
- Ensuring that the policy is reviewed annually and updated as necessary.

5.2. President

The President is responsible for:

- Leading the succession planning process.
- Identifying potential internal candidates for key leadership roles.
- Ensuring that succession planning is discussed at least once annually at a board meeting.

5.3. Secretary

The Secretary is responsible for:

- Keeping records of succession planning discussions and decisions.
- Maintaining updated position descriptions for key roles.

5.4. Treasurer

The Treasurer is responsible for:

- Ensuring that financial management processes are well-documented and understood by potential successors.
- Providing training and support to those identified as potential successors for financial roles.

6. Succession Planning Process

Step 1: Identify Critical Roles

The Board of Directors will identify roles that are critical to the organization's operations. At a minimum, these roles include:

- President
- Vice-President
- Treasurer
- Secretary
- Animal Welfare Operations Coordinator
- Cat Adoption Coordinator

Step 2: Identify Potential Successors

Potential successors can be identified from within the existing board, volunteers, or external candidates with the necessary skills and commitment to M2BL's mission. Factors to consider include:

- Skills and experience relevant to the role.
- Availability and willingness to take on additional responsibilities.
- Alignment with M2BL's mission, vision, and values.

Step 3: Develop and Train Potential Successors

Once potential successors are identified, they should be provided with opportunities to develop their skills and knowledge, including:

- Shadowing current role holders.
- Participating in relevant training and workshops.
- Taking on additional responsibilities to prepare for the transition.

Step 4: Document Procedures and Responsibilities

Each key role should have a comprehensive role description and procedure guide to facilitate a smooth handover. Documentation should include:

- Core responsibilities.
- Key contacts and relationships.
- Ongoing projects and priorities.

Step 5: Review and Update Succession Plans Annually

The succession plan should be reviewed and updated annually by the Board of Directors to ensure it remains relevant and effective. Changes in personnel, organizational priorities, and external circumstances should be taken into account.

7. Emergency Succession Plan

In the event of an unexpected vacancy in a key role, the following steps should be taken:

1. **Interim Appointment:** The Board of Directors will appoint an interim replacement to ensure continuity.
2. **Communications:** All stakeholders, including volunteers, donors, and partners, should be informed of the change.
3. **Recruitment:** A recruitment process will be initiated to find a long-term replacement if an internal successor is not available.

8. Policy Review and Approval

This Succession Planning Policy will be reviewed annually by the Board of Directors to ensure it meets the organization's needs and reflects best practices in non-profit governance.