**Succession Planning**

**Volunteers**

Q: What items does your affiliate currently have in place? For the ones you have, how often are they updated?

* Position descriptions
* Position/committee timelines
* Central file for position/committee documents
* Position/committee orientation/training documents
* Best practices overview document for each position/committee

Q: How are new volunteers currently transitioned? How could you improve the process?

Q: What are some things your affiliate can do to communicate volunteer support in your recruitment/nomination process?

Q: What can your affiliate do to improve the selection process for volunteers, especially to ensure a more diverse and balanced board?

Q: What are your biggest challenges in recruiting volunteers? Do you feel better support and training would help improve your efforts (why/why not)?

**Staff**

Q: Do you have an annual evaluation for your staff?

* If yes, what is the process, and what is done with the information post evaluation?
* If no, do you feel this would be helpful to implement (why/why not)?

Q: How does your affiliate stay informed of what your staff is working on? How can this be improved to increase transparency to volunteers?

Q: How are critical dates, passwords, and other operational standards your staff is responsible for tracked/accessible for volunteers?

Q: How often is your staff updating best practices and their position responsibilities?

* Annually
* When we have a transition
* We are not
  + If you are not currently doing this, what steps can you take to implement this?