A logo with a black background

Description automatically generatedPotential Successors Summary Grid

**To use this tool:**

Begin by indicating the name of the member against the role they are being considered for. For each candidate, rate their confidence in their potential performance for this role and provide an estimated timeline for how long the candidate will need before they are ready to take on the position.

For these estimates, it’s important to consider input from multiple sources. Consider consulting other committee members for direct reports of the succession candidate. We recommend completing this grid for all committee members not just the current officers.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Role** | **Name of potential successor** | **Current role** | **Ready now**  *0-1 year* | **Developing talent**  *1-3 years* | **Emerging talent**  *3-5 years* | **Comments**  *(i.e. Strengths, weaknesses)* |
| **Chair** |  |  |  |  |  |  |
| **Vice Chair** |  |  |  |  |  |  |
| **Secretary** |  |  |  |  |  |  |
| **Vice Secretary** |  |  |  |  |  |  |
| **Treasurer** |  |  |  |  |  |  |
| **Vice Treasurer** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |