

Board succession planning – or planning for success



It is important that all boards have good succession and induction plans in place. A succession plan helps ensure a good mix of representation and expertise on a board. An induction plan assists in bringing new trustees up to speed as quickly as possible. And, of course, a well-functioning board helps ensure the main focus is achieved i.e. The objects of Playcentre Aotearoa are charitable and will be for the advancement of education within Aotearoa New Zealand (clause 2(1) of Kaupapa Ture / Constitution of Te Whānau Tupu Ngātahi o Aotearoa – Playcentre Aotearoa)

Succession planning and induction procedures are especially important in an election year as defined by the constitution. Those trustees who have been recently selected may be able to provide valuable input as to what assistance and information they would have liked prior to and when first joining a board.

While the prime requirement to be an effective trustee is the desire to be part of a governance team that ensures all our members (includes those not in training) achieve to their potential, there may be particular expertise that the board is looking to target. For example, this could be people with:

- ✓ leadership skills
- ✓ good strategy skills
- ✓ analytical skills
- ✓ practical skills
- ✓ good communication skills
- ✓ the ability to be a good team player

And, of course, all trustees need to operate with integrity and honesty, and be prepared to commit the time required to be an effective trustee. This involves being prepared to commit to ongoing training. Legislation and the environment in which trustees work can (and does) change. Trustees need to keep up to date with such changes.



To sum up, the following questions may assist in confirming you have good succession and induction procedures in place or identify that work is required to improve your procedures.

Has your board documented the role of the board?

For example, this could be:

- set and, as needed, modify the vision, mission, and values of the organisation
- protect the special character of the organisation
- ensure a sensible and feasible strategic plan is in place as agreed to at AGM
- approve and monitor the annual plan

Has your board a folder of relevant information for prospective trustees to read before deciding to stand for your board?

The Trustee Board will have access to a Governance Manual with all relevant information, via Microsoft Teams and Office 365. The Board Secretary will bring 1 hard copy to all Trustee Board meetings. The hard copy will remain with the Secretary at all times.

Has your board a planned induction programme?

An induction package has been developed and will be reviewed within the Policy Review Schedule

Has your board an up to date governance manual that new trustees can use?

This manual will be updated regularly in conjunction with the Policy Review Schedule

Has your board a plan for your new trustees' professional development?

The Policy Review Schedule will provide the opportunity for professional development if and when required

