

The Leadership School: Board Succession & Sustainability Planning Center for Sustainable Leadership Scope of Work

Overview

The Center for Sustainable Leadership (CSL) proposes to facilitate Board of Directors Succession & Sustainability Planning for The Leadership School. The objective of this planning process is to lay the groundwork for a skilled, diverse, and respected board of directors positioned over the long-run to steer The Leadership School toward its mission. Expert facilitators from CSL will conduct this process and will produce a complete plan along with corresponding action plans and supporting resources at the conclusion of the sessions.

Sample Timeline of Planning Process

Below is a sample timeline illustrating the planning process.

	Week 1	Week 2	Week 3	Week 4	Week 5
Session 0: Introduce Process*					
Session 1: Vision for the Board					
Session 2: Board Audit & Position Profiles					
Session 3: Board Policy Review					
CSL shares Completed Plan					

*This is a needs assessment conversation with the CEO and Board Chair.

Summary of Succession & Sustainability Planning Steps

Prior to beginning group planning work, CSL will conduct a needs assessment conversation to more completely understand what board planning The Leadership School has already completed. Based upon this conversation, CSL will further tailor the planning process outlined below.

Session One	Vision for the Board	CSL will spend the first session gaining an understanding of The Leadership School's strategy, foreseeable opportunities and risks, and the strategic objectives for the network over the coming years. Based upon this understanding, CSL will facilitate a planning conversation to establish an optimal board composition of skill sets, mindsets, and experiences for the coming years.
Session Two	Board Leadership Pipeline Audit	Together, the planning group reviews the current composition of the board alongside the vision of an optimal board composition. Based upon any discrepancies, the planning group develops a plan for board member recruitment, including identifying successors for

		<p>each board officer position.</p> <p>The planning group will then develop or refine existing profiles for each of the board positions that make up an ideal board composition. This will be intended both to support near-term board recruitment as well as long-term board succession planning discussions.</p>
Session Three	Board Policy Review	<p>During this session, CSL will review and/or develop proposed language for a series of policies impacting succession issues and the sustainability of leadership on The Leadership School’s Board of Directors. This includes issues such as board member term lengths, transition processes for officer positions, and/or onboarding procedures for new members.</p>
Final	Review and Refine	<p>CSL will hold a final session so the planning group has the opportunity to revisit the plan as a whole before closing out the process for the year. Further, CSL uses this final session to determine when the planning group will come back together to conduct the next round of annual Board Member Succession and Sustainability Planning.</p>

Staffing

Amanda Aiken and Freddi Wicker will lead this work with the support of Leah Recasner, Director of Facilitation for CSL. You can find more on the Center for Sustainable Leadership at our website: www.centerforsustainableleadership.com

Cost

This process will cost a flat fee of 6,000 due at the start of the engagement.

