CHAPTER TRANSITION PLANNING
Today’s Discussion

Why Transition Your Board
Risk When We Don’t Transition
Steps to Successful Transition
Best Practices
Resources Available
Discussion
Transitioning Your Board
Why Transition?

• Definition - Movement, passage or change from one position or person to another

• Succession Planning vs. Transition Planning

• Focuses on supporting the incumbent’s process of letting go

• Prepares the new board member to successfully meet the needs timely
Risk...Do you understand them

- Incoming unclear on expectations & responsibilities
- Threatens mission and vision
- Financial losses
- Loss of institutional knowledge
- Damages relationships
- Loss of good volunteers
- Burnout and disengagement
How to Successfully Transition
Steps to successful transitioning

• Succession planning
• Have a plan….Execute it every day
• Includes
  o Processes
  o Budgets
  o Data and history
  o Recommendations for future
  o Policies
• Overall board transition vs. role transition
Board Transitioning

- Board 101 training
  - MPI Global & Chapter Partnership
  - Charter Requirements/Performance Standards/Metrics
  - Chapter Leaders Resources
  - Fiduciary Responsibilities
  - Board Service the legal and ethical responsibilities
  - Governance – Policy Requirements
  - Board Structure & Roles
  - Conflict and Harassment

- Having a new board member orientation
  - Board processes – Reports, meetings, attendance
  - Working with your Administrator – Their responsibility vs. you
  - Check requests & expenses
  - Understanding the budget and managing expenses
  - Board retreats, being prepared and attendance
  - Roberts Rules of Order
Board Transitioning

• Succession Planning
  o Train them on their responsibility and your plan
  o Committee recruitment, engagement and recognition
  o Understanding that volunteers are central to your chapters success
They are not replacing you... They are succeeding you.

1. What do they need to know about the role
2. Operational processes
3. Budgets specific to department
4. Data & History of department
5. Committee involvement
6. What’s next – goals, next steps
7. Successes & Challenges
Flow of Best Practices

• Have dates booked and included in Board Applications and Nominations Process
• Global Board 101 Training
• Chapter Level Board Orientation
Board Applications and Nominations
Make Your President Elect Year Active

- Book your Retreat dates and locations as soon as possible
- Figure out what type of Facilitator you need based on Board
- Include dates in your Board Applications and tell them that it’s required for them to attend
The officers and directors of MPI CRV represent the voice of the chapter’s membership. To ensure that the Board has the vision and the ability to provide the membership with a variety of benefits including opportunities for learning, building relationships, and growing their businesses, it is required that the board collectively possess the following traits:

~ Diversity ~ Commitment ~ Accountability ~ Respectful ~ Communication ~ Professional ~
~ Reputable ~ Open-minded ~ Fiscally Responsible ~ Management Skills

With this in mind, please answer the following questions, which illustrate your ideas for the future growth, direction, and development of the MPI CRV Chapter. The final board slate will be determined by March 1, 2017.

**Time Commitment:**
Regular attendance at monthly meetings, chapter activities and functions, attendance at Board meetings and retreats.

*Attendance at the Board Orientation Meeting on March 22, 2017, the Annual MPI CRV Board Retreat on May 7-9, 2017 and the Mid-Year Board Retreat on November 5-7, 2017 is required to be considered for 2017-2018 term. (Please note, these meetings are of no cost to you.)
If you have a special circumstance as to why you would not be able to attend, please let us know.*

____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
New Incoming Board Members Attend MPI Global Board 101 Online Training
Chapter Level Board Orientation Training
Be Prepared

• Have an Agenda
  o What do you need to cover during the day?

• Ice Breakers
  o Get to know your team, and let them get to know you

• Copies of Chapter Documents
  o Chapter Policy Manuals, Bylaws, Org Charts, Conflict of Interest forms
    ▪ Get all of your paperwork out of the way on this day!
What Does it Mean to Serve Locally?

• What is expected of them?
  o Board Reports
  o Attendance Requirements
    ▪ Board Meetings
    ▪ Board Retreats
  o Processes
    ▪ Bylaws
    ▪ Policies
  o Responsibilities
    ▪ Conflict of Interest
    ▪ Fiduciary
  o Member and Community Interaction
    o Manners and Behaviors
Role Specific Training
Role Specific Training

• Set yourself up for success and attendance at the retreat
• What was their successor working on that they will need to take over?
• Work on Department PowerPoint presentations together
• Use this time for the incoming Board Member to pick the outgoing Board Member’s brain.
• Share best practices, challenges, successes
• Always have open lines of communication
<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Speaker(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:20 AM</td>
<td>Arrival and Breakfast</td>
<td>Work on opening documents</td>
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<tr>
<td>8:45 AM</td>
<td>Welcome and Introductions</td>
<td>Annamarie Grise, CMP, President, Amanda Whitehead, CMP, President-Elect, Lacey Cowell, Immediate Past President</td>
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<td></td>
<td>- Name, Role, Day job</td>
<td>Entire Board</td>
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<tr>
<td>8:50 AM</td>
<td>Get to Know You, Get to Know Me</td>
<td>Entire Board</td>
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<tr>
<td>9:30 AM</td>
<td>MPI Global Overview</td>
<td>Tim Gunn, Chapter Business Manager</td>
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<td></td>
<td>- Role of Chapter Business Manager</td>
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<td></td>
<td>- MPI Global mission</td>
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<td>- Metrics and incentive points structure</td>
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<tr>
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<td>- Chapter Leader Resource Page</td>
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<td>- WEC and CBS</td>
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<td>- Expectations</td>
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<tr>
<td>9:45 AM</td>
<td>Board 101</td>
<td>Annamarie Grise, CMP, President</td>
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<td>- 3 Duties for each department</td>
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<td>- Expectations of board members</td>
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<td>- Robert’s Rules of Order</td>
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<td>- Business plan, Board reports</td>
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<tr>
<td>10:00 AM</td>
<td>Chapter Administrator Overview</td>
<td>Allyson Deckman, Chapter Administrator</td>
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<td></td>
<td>- Role of Chapter Administrator</td>
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<td>- Expectations</td>
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<td>10:10 AM</td>
<td>Department Meetings</td>
<td>President and Immediate Past President to float around.</td>
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<td>- What I wish I would have known when I first joined the Board</td>
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<td>- Review job description</td>
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<td>- Work on retreat slides</td>
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<td>- Prepare for needs/expectations conversation</td>
<td>Each new member will be paired with their predecessor.</td>
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<td>11:15 AM</td>
<td>Budget Overview</td>
<td>Annamarie Grise, CMP, President</td>
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<tr>
<td></td>
<td>- What it is and how it affects each department</td>
<td>Lacey Cowell, Immediate Past President</td>
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<td>- Identify challenge areas</td>
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<td>11:30 AM</td>
<td>Round Robin</td>
<td>Entire Board</td>
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<td>- Communicating how your role fits into the bigger picture</td>
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<td>- Expectations of other board members</td>
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<td>- Specific needs</td>
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<td>- Questions</td>
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<td>11:55 AM</td>
<td>Review</td>
<td>Annamarie Grise, CMP, President</td>
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<td>- Google Drive</td>
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<td>- 18 Month Calendar</td>
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<td>- Important Dates to Note</td>
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<tr>
<td>12:05 PM</td>
<td>Preparation for Annual Retreat</td>
<td>Annamarie Grise, CMP, President</td>
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<td>- Where, When, What to Wear, What to Bring, Who is our Facilitator?</td>
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<td>12:15 PM</td>
<td>Final Remarks, Conclude</td>
<td>Annamarie Grise, CMP, President, Amanda Whitehead, CMP, President-Elect, Lacey Cowell, Immediate Past President</td>
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<tr>
<td>12:30 PM</td>
<td>Lunch</td>
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Resources Available To You

Chapter Leaders Resource Page

• CRV Samples Provided
  o Agenda
  o Agenda Script
  o Checklist of what to have in Orientation Packets
  o Icebreaker
  o PowerPoint Presentation
  o Organizational / Volunteer Chart
  o “What I wish I would have known” Sheet
  o “Getting to know your Board Members” Form
THANK YOU.