

**Mission:** We strive to enrich our community by inspiring connections, providing access to meaningful resources, and encouraging curiosity in an inclusive and welcoming atmosphere.

## Succession Plan Template

[Link to Job Description](#)

[Link to Task List](#)

**Purpose:** The purpose of a succession plan is to establish procedures and contingencies due to the absence or departure of a member of the Leadership Team that is either planned or unplanned. This plan ensures that responsibilities are adequately covered and coordinated to maintain a smooth workflow and a superior level of patron service.

**Temporary, Planned Absence – Short Term:** A temporary absence is one of three months or less, unless otherwise authorized, in which it is expected that the Leadership Team member will return to their position once the events precipitating the absence are resolved. The Leadership Team Member will be responsible for organization and assigning the following prior to going on leave:

- Distribution of duties
- Strategic plan objectives
- Personnel Management duties
- Reporting plans to the Executive Director

**Temporary, Unplanned Absence – Short Term:** A temporary absence is one of three months or less, unless otherwise authorized, in which it is expected that the Leadership Team member will return to their position once the events precipitating the absence are resolved. If the temporary absence of the Leadership Team member is unplanned, the Executive Director will implement the terms of this succession plan.

**Communications Plan:** When a Leadership Team member leaves the Library for a term absence or to move onto another position:

- The Leadership Team Member will communicate with the people who are named herein as back ups and work with them to share pertinent points of contact.
  - The Internal Key Partner will take responsibility to contact any External Partners.
  - If that is not possible, the Executive Director can serve as support in this task.
- Information will be shared with All Staff to ensure that contacts are easily accessible.
  - The Executive Director will be responsible for communicating the plan to All Staff.

**Key Internal Partners for Current Initiatives (Committees Headed, Co-Managed Projects, Shared Activities) \*** Could supplement with an Excel sheet\*

- Name/Activity/Link to any pertinent documents



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## Key External Partners (a list of regularly contacted people you interact with outside of LGPL to conduct LGPL activities) \*Could supplement with an Excel sheet\*

- Name/Contact Info/Activity/Link to any pertinent documents

## Current Active Strategic Plan Goals and where you are in the process

- Goal/Brief update of where you are in the process

## Current Meetings You Must Attend and Anticipated Dates

- Anything library related; does not have to include networking groups in RAILS, ILA, etc.

## Budget Lines Managed

- Year/Budget Code/Starting Budget

## Seasonal Calendar/Dates to Remember

- Daily/Weekly/Quarterly/Annually

## Short Term Absence Core Activities to be Mindful of and suggestion of who will complete:

## Long Term Absence Core Activities to be Mindful of and suggestion of who will complete:

### Outstanding Questions/Idea:

- Passwords?
- Forms that you manage (and the links/emails that own/receive the information)
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