

## Springfield/Annandale Branch Board Succession Plan

All offices and committees' responsibilities are described in the ByLaws. Terms for officers are two years and may be shared by co's. President, VP for Program, and Treasurer are elected in odd numbered years and the VP for Membership and Secretary are elected in even numbered years to provide continuity on the board.

The VP (or co-VP's) for Membership chair the nominating committee with at least three other members. They are responsible for tracking whose terms are up and seeking new nominees. While officers may serve two or more consecutive two-year terms, the practice has been to limit this to two terms in order to keep members rotating into the positions.

The nominating committee looks at the members at large in seeking new candidates so each board consists of experienced and new members.

All members may attend board meetings. In this era of virtual meetings, an interested person would just contact the president or one of the co-presidents and ask to be included.

At least once a year, board members and committee chairs describe their duties and accomplishments to the general membership. Additions to committees or potential board members are sought out and asked to participate since a general appeal usually elicits no volunteers.

Members who show interest in a particular position may shadow the chair or officer to gain experience. Former chairs and officers mentor new ones. An effort is being made to once again have written reports to pass on to new officers and chairs.