# Annual Succession Plan Template

Use this template or create your own to help you plan your community’s succession planning activities for the upcoming year. Succession plans must be uploaded to your community’s CAMPT by August 15 each year. Community program year runs July 1st – June 30th.

Take our [Succession Planning](https://store.assp.org/PersonifyEbusiness/Store/Product-Details/productId/195469010?_ga=2.128299468.1310859972.1595251888-1905864530.1562876710) on-demand leadership training for ideas about ways to advance your community’s succession planning efforts.

Community Name:

Community Year:

1. Inventory Community Needs

Assistant Administrator Election

* This year (call for nominations open this July – September; election this March)
* Opens next year (call for nominations opens next July)

Other open leadership positions / opportunities

|  |  |  |
| --- | --- | --- |
| **Position** | **Core responsibilities** | **Core skills needed** |
| ex. *Networking coordinator* | *Support the advisory committee in organizing virtual network events for members* | *Good planning and communication skills, familiarity with technology options* |
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2. Track Potential Leaders

Describe how your Advisory Committee identify and track high potential members throughout the year.

3. Engage Members

Describe how your advisory committee will work together to engage high potential members throughout the year and encourage them to increase their involvement through elected and appointed leadership roles. Include details on how your leadership team will share the responsibility for connecting with potential new leaders and work together to track these conversations.

4. Show Appreciation

Describe how your Advisory Committee will work together to thank and recognize volunteer leaders for their contributions.