Meeting Notes from Tautoko Network Meeting

March 2018

SUCCESSION PLANNING

We are grateful to Wendi and Julia from DIA who were our presenters for this topic. A couple of the main things which came up at this session was around email addresses. People-specific emails, eg Glenda@volcan.org.nz can cause issues when people move on. Let organisations have two to three contact emails for your organisation - better than you receive advice, e.g. from a funder, three times than not at all because a contact email is no longer valid. Having email addresses which are attached to the organisation rather than the person and can then be transferrable to the next staff member are also recommended, e.g. outreach@volcan.org.nz.

Remembering passwords. Does some**one** in your organisation know all the passwords? Consider using one of the 'cloud' options for storing passwords so that they can be found by more than one person in your organisation.

Likewise with policy documents - consider google.docs so that people (e.g. Board members) can readily refer to the most current policy documents. A calendar which everyone can access with deadlines and noting key relationships within (stakeholder) organisations is also excellent for 'business as usual' when there is change in your organisation.

You can find the DIA Succession Planning hand out, and an Emergency Succession Planning Checklist, on the Resources page of our website.