

Standards and Practices

ABOUT THIS DOCUMENT

This example can be used as a starting point to create a policy or other document for your own land trust, but should be altered as necessary to reflect your organization's unique circumstances.

If you are using this material for accreditation purposes, see the [Land Trust Accreditation Commission website](#) for additional information.

To search for policies from accredited land trusts on [the Learning Center](#), include the word "accredited" along with your search terms (e.g., conflict interest policy accredited).

QUESTIONS?



Email tlc@lta.org or click the blue circle on any Learning Center page to chat with us.



Succession Planning for Stability and Sustainability

Six Things You Can Do *RIGHT NOW*

1. Draft an emergency succession plan
 - a. Updated job descriptions – skills, requirements & qualities to look for
 - b. Sequence of events that must happen immediately and through the transition period (communications, materials & equipment recovery, division of responsibilities, authority and compensation, board oversight, new executive search and hiring)
 - c. Information and Contact Inventory
 - d. Review, discuss, adapt, adopt and distribute
 - e. Schedule a fire drill (if ED unavailable... does everyone know what to do?)
 - f. Review and update annually – part of annual planning!
2. Adopt term limits for Board members and all leadership positions
3. Write (or update) leadership/job descriptions for *each* leadership role (paid *or* volunteer) – including skills, requirements and qualities you look for
4. Identify 2 people *within* your organization you feel would fit well (or have the potential to fit well) in the leadership positions you've documented (pipeline/spreadsheet)
5. Develop and implement a cultivation plan for all those you have identified
6. Develop and practice your case to ask current leaders to mentor, shift roles and ask new person to step up