

Good Morning Riley,

It was a pleasure speaking to you yesterday afternoon regarding your short and long term HR support needs.

Our conversation provided me with a context and some details around your request as follows:

- You have a staff of 2 and a small group of volunteers. You are new in the full time role as Executive Director.
- As a leader you, prefer a team approach and wish to present the board with information and tools that you have adapted based on best practice. Your ultimate goal is to be able to walk away and know that everything carries on without you.
- There is transition in the organisation and the aim is to move towards governance and operations and to delegate the doing.
- You are hiring towards the end of April and it is really important to you to get that right.

I have attached a document that provides links to best practice reading and resources around the 3 topics you expressed an interest in, Succession Planning, Employee Handbook and Building Strong Resilient Organizations.

As discussed, let me know what else you need or any questions you have once you have taken a look at the material.

Succession planning

[HR Council](#) – [Succession Planning](#)

The [Annie E. Casey Foundation](#) - [Executive Transition Monographs](#)

Series on executive transitions and executive transition management including:

[Building Leaderful Organizations: Succession Planning for Nonprofits](#)

Employee Handbooks

[HR Council](#) – Developing Policies - [Employee Handbooks](#) (scroll about 3/4 of the way down the page)

There is a link to a sample [Employee Handbook](#) for Small Organisation which can be copied.

Building Strong Resilient Organizations – A starting place more research may be needed

HR Council - [Employee Engagement & Retention](#)

Lisa Jaguzney, ED of the Camion Foundation - [The Resilient Non Profit](#). 2011

Note I can't find the organisation however the report she wrote offers is an interesting sample

GEO and LaPiana Associates, [The Due Diligence Tool](#) 2004

An American Tool, however there is a relevant piece is on Page 12 of the PDF it suggests 'The Elements of a Healthy Nonprofit'

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On 25/02/2014 12:53 pm, myhr@stepupbc.ca wrote:

Talk to you then

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