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**Sample Leadership Transition Committee CHARTER**

**Statement of Purpose:** The Leadership Transition Committee (Committee) reports to the ORG NAME Board of Directors. The Committee will assist the Board in fulfilling its responsibilities related to succession planning for the Chief Executive Officer (CEO).

**Members:** Members will comprise representatives of the Board of Directors and be led by the Board Chair.

**Responsibilities:** The Committee shall establish a succession plan for the CEO and develop a CEO candidate profile with the qualifications and attributes necessary to meet the future leadership needs of ORG NAME. The committee will make recommendations to the full board related to the organization's current and future leadership.

**Meetings:** The Committee will meet as frequently as needed to fulfill its mandate. Meetings may be in person or via conference or video calls at the discretion of the members. The Committee may invite to its meetings any staff members it deems appropriate in order to carry out its responsibilities. The Committee may meet in executive session, as the Committee deems necessary or appropriate.

**Communications and Minutes:** Committee members will communicate via email or telephone conference calls in between meetings and report on its meetings to the full Board of Directors. A report to the Board may take the form of written minutes or an oral report by the Chair or any other member of the Committee designated by the Committee to make such report. Upon approval, the report will be part of the official record of the proceedings of the Board of Directors.

**Resources and Authority:** The Committee may retain any external advisors it deems necessary to carry out the Committee’s responsibilities, subject to approval from the full board for any reasonable expenses.

**Role of All Committee Members:** Committee members are expected to:

* Think strategically and objectively about the organization’s future.
* Attend, and participate in, meetings.
* Read materials before attending the meetings to ensure that the Committee has a full and informed discussion of agenda items.
* Champion the succession planning process to the full board, staff and other stakeholders.

Adopted by the Board on **DATE**