



## TOWNSHIP SUCCESSION PLANNING FOR CLERKS AND TREASURERS

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### WHAT IS SUCCESSION PLANNING AND HOW DOES IT WORK FOR TOWNSHIP CLERKS AND TREASURERS?

- WHERE INDIVIDUALS ARE PREPARED TO PASS ON THEIR LEADERSHIP ROLE WITHIN THEIR GOVERNMENT.
  - THE PROCESS ENSURES THAT YOUR TOWNSHIP WILL CONTINUE TO OPERATE EFFICIENTLY WITHOUT THE PRESENCE OF THOSE WHO WERE HOLDING KEY POSITIONS.
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Most succession planning guides are for organizations where you get to pick your successor and have an opportunity to train them. That is not what always happens in Townships.

As Township Clerks and Treasurers are often elected positions, you never know when a change may occur. This class will focus on areas to review and encourage you to create some guidance that a new person could use to help your Township continue successfully.

When you leave office it is important that your township doesn't lose a step.

- You are elected leaders in your community.
- You have a responsibility to your community to make transitions as smooth as possible.
- There are different requirements for successful transition in different offices.
- The focus here will be for Clerks and Treasurers.

Succession planning doesn't start when you decide to leave office, a successful plan starts when you are still working and staying on top of things on a daily basis.

Daily	Monthly	Yearly	Township Specific

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