

# Los Angeles Regional Food Bank Conference

Partner Network Services

Succession Planning  
Workshop

September 14, 2022



LOS ANGELES REGIONAL



Fighting Hunger. Giving Hope.



# Welcome!

## Today's agenda

- Welcome and Introductions
- Icebreaker
- Introduction to Succession Planning
- Succession Plan Workshop
- Next Steps
- Q&A

*Please make sure that you have pen and paper to participate in workshop!*



## Meet our speakers

- Desiree Dillon, Director of Partner Network Services
- Jennifer Sheda, Manager of Partner Network Services
- Goose Dolce, Executive Director, God's Pantry



# Icebreaker

- Hunger Action Month – Go Orange!
- Icebreaker poll questions

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# Succession Planning - Introduction



## What is succession planning?

Succession planning is a process to prepare agencies for a smooth transition in **planned or unplanned/emergency changes**, whether long-term or temporary.

This practice of strategic readiness is especially important for volunteer and founder-led agencies.



# Why is succession planning important?

- **Serving neighbors**
  - Avoid gaps in service/impacts to clients if one person becomes unavailable
- **Communication between food bank/agencies**
  - Effectively convey delays or emergencies with more than one contact
- **Agency viability**
  - Engage multiple people in agency operations to safeguard against agency stagnation and/or closure
- **Strong business practices**
  - Fulfill legal and fiduciary duties through planning and readiness

## Components of Succession Planning

1. Define Mission
2. Define and document roles and processes
3. Assign and document contacts
4. Recruitment and training as needed
5. Developing and continuity in leadership
6. Evaluate and confirm plan annually



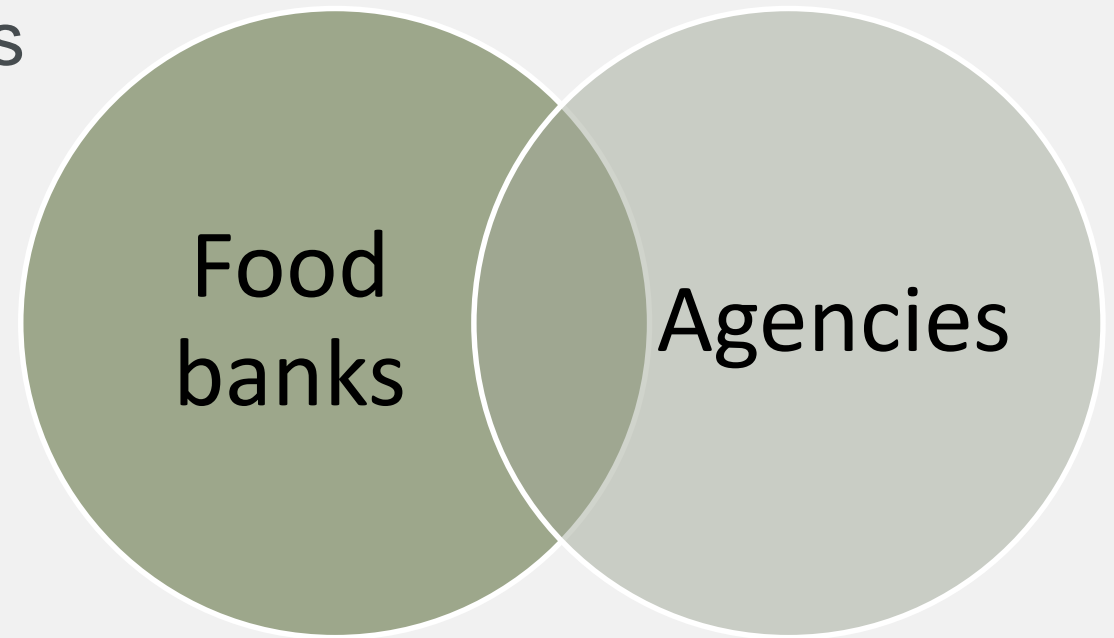
# GOD'S PANTRY

- Goose Dolce, Executive Director
- Website:  
<https://www.gods-pantry.org/>



## Importance of documentation

- Why do we document?
- Food bank contact requirements



# What is your mission?

- What is your agency's mission (or purpose)?
  - What do we do?
  - How do we do it?
  - Who do we do it for?
  - What value do we bring?
  - What's most important to us?





# What are the critical duties of running your program?

- Which are critical to operations?
- Could be by duty or job title or combo
- Also consider infrequent duties in addition to day-to-day tasks
  - Opening/closing
  - Food orders
  - Neighbor intake
  - Banking
  - Volunteer management
  - Board engagement
  - Donor engagement
  - IRS filing







## You have won a trip around the world!

- What are some challenges you've faced finding back-ups?
- What are some ways you've found success in finding back-ups?
- What would be helpful in getting back-ups up to speed?



# Documenting job descriptions

- Why do this?
- Tips for getting it done



# Job Description Worksheet

1	Position title
2	Duties
3	Outcome of this role
4	Skills needed
5	Attitudes/other qualities needed
6	Time required
7	Motivation for this role
8	Resources needed





## Documenting processes

- Step by step guide
- Keep it simple
- Review list of duties and job descriptions to identify what's needed
- Ask people doing the job for assistance



## Process Practice: Ordering food for your program

- What would be helpful in getting back-ups for ordering?
- How would you help them be successful?
- How would you document the food ordering process for your program?



## Next steps – homework

- Write job descriptions and document processes
- Assign backups for all key positions and document contacts (as needed)
- Share appropriate contacts with food bank and others that need to know (as needed)
- Create a plan for keeping the above updated

### ***Note where you need back ups?***

*In other words, which roles do you need to do recruiting, either internally or externally*



# 3 | Q & A

