



NEW HAMPSHIRE GOVERNMENT FINANCE OFFICERS ASSOCIATION

ADMINISTRATIVE POLICY

NHGFOA

SUBJECT: **Subcommittee Succession Planning**

I. **STATEMENT**

- A. This procedure covers the guidelines for succession planning for NHGFOA Subcommittees to ensure effective committee transitions from year to year or in the event that a Committee Chair is not able to continue acting as chair for the remainder of the NHGFOA fiscal year.

II. **DEFINITIONS**

- A. *Subcommittee* – A Committee of the NHGFOA that was established for a specific purpose to further the goals and objectives of the NHGFOA. As of the date of adoption of this policy the standing subcommittees include; Training Committee, Consortium Committee, Legislative Committee, Audit Committee and Membership Committee.

III. **PROCEDURE**

- A. **Selection of Committees that require Co-Chairs**
Each year the Executive Committee will determine which committees will require co-chairs. The determination will include but not be limited to the following criteria.
1. The level of complexity of the committee.
 2. The size of the committee.
 3. Complications of transitioning committee leadership from year to year.
 4. Complications if the committee chair is not able to complete their term during the NHGFOA fiscal year.
- B. **Selection of Committee Co-Chair**
Each year when committee chairs are appointed by the incoming president, the NHGFOA executive committee will review and select with the Committee Chair, appropriate candidates to serve as co-chair.
1. Once a co-chair has accepted the appointment, the Committee Chair will work closely with the Co-chair on all aspects of committee activities to prepare the Co-chair to assume the role of Committee Chair in their absence or for the next year or agreed upon time.

- IV. **COMMENTS** – The intent of the Executive Committee is to promote a seamless transition of duties for committees' chairs.

It is the intent of the NHGFOA to review this policy annually and update as necessary