**SUCCESSION PLAN TEMPLATE FOR**

**SMALL CREDIT UNIONS[[1]](#footnote-1)**

**NCUA FORM XXXX**

**I. Boards of Directors**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **End of Term** | **Plan for temporarily and permanently filling vacancies, including vacancies due to unexpected circumstances.** |
| Board Chair |  |  | . |
| Vice Chair |  |  |  |
| Financial Officer |  |  |  |
| Secretary |  |  |  |
| Board Member |  |  |  |
| Board Member |  |  |  |
| Board Member |  |  |  |

**II. Supervisory Committee**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **End of Term** | **Plan for temporarily and permanently filling vacancies, including vacancies due to unexpected circumstances.** |
| Chair |  |  |  |
| Secretary |  |  |  |
| Member |  |  |  |
| Member |  |  |  |
| Member |  |  |  |

**III. Credit Committee (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Position** | **Name** | **End of Term** | **Plan for temporarily and permanently filling vacancies, including vacancies due to unexpected circumstances.** |
| Chair |  |  | . |
| Secretary |  |  |  |
| Committee Member |  |  |  |
| Member |  |  |  |
| Member |  |  |  |
| Member |  |  |  |
| Member |  |  |  |

**IV. Loan officer(s) (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Name** | **Anticipated Vacancy Date (such as retirement eligibility date or date of announced departure)** | **Plan for temporarily and permanently filling vacancies, including vacancies due to unexpected circumstances.** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**V. Management Official(s) (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Name** | **Anticipated Vacancy Date (such as retirement eligibility date or date of announced departure)** | **Plan for temporarily and permanently filling vacancies, including vacancies due to unexpected circumstances.** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**VI. Other Critical Personnel (if applicable)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title** | **Name** | **Anticipated Vacancy Date (such as retirement eligibility date or date of announced departure)** | **Plan for temporarily and permanently filling vacancies, including vacancies due to unexpected circumstances.** |
| Chief Executive Officer (President, Treasurer/Manager) |  |  |  |
| First Assistant Chief Executive Officer (Assistant President, Vice President, Assistant Treasurer/Manager) |  |  |  |
| Second Assistant Chief Executive Officer (Assistant President, Vice President, Assistant Treasurer/Manager) |  |  |  |
| Controller |  |  |  |

**VII. Recruitment Strategy**

Please describe your credit union’s strategy for developing a candidate pool and recruiting candidates with the potential to assume each of the positions listed above. For positions elected by the membership, provide a general description of how the credit union works to encourage, and prepare as applicable, members to run for election.

1. For purposes of the Regulatory Flexibility Act (5 U.S.C. 601 *et seq.*), the NCUA considers small credit unions to be those having under $100 million in assets. Although the template is intended primarily as an aid to small FICUs, all FICUs may benefit from its use. Federally insured state-chartered credit unions electing to use the template should consult applicable state requirements to ensure their succession plans are consistent with any such requirements. [↑](#footnote-ref-1)