**SUCCESSION PLAN TEMPLATE FOR**

**SMALL CREDIT UNIONS[[1]](#footnote-2)**

**I. Boards of Directors**

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

**II. 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 |  |  |  |

**III. Management Official(s) and Senior Executive Officers (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) |  |  |  |
| Second Assistant Chief Executive Officer (Assistant President, Vice President, Assistant Treasurer/Manager) |  |  |  |
| Controller |  |  |  |

**IV. 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.** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**V. 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.

**PRIVACY NOTICE**: The information collected is necessary to provide the NCUA with written succession plans for specified positions and a credit union’s recruitment strategy. The NCUA securely maintains all personally identifiable information provided on this form, and only shares it outside of the NCUA if required by law or regulation. For additional information, please contact [privacy@ncua.gov](mailto:privacy@ncua.gov).

**PAPERWORK REDUCTION ACT NOTICE**: According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, an information collection unless it displays a valid OMB control number. This form is pending the Office of Management and Budget’s (OMB) review under 3133-NEW. The estimated average burden to complete this information collection is 10 hours per respondent.

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-2)