

**SUCCESSION PLAN TEMPLATE FOR
SMALL CREDIT UNIONS¹**

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			

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.

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.

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