Checklist: Necessary Information to be Collected During an Unplanned Leadership Transition

This is a list of documents that, if your organization has them, should be collected in one place where more than one person has access. Access to these components will allow your organization to continue operations during and following an unplanned leadership transition. This checklist can be used during an unplanned succession to organize what is readily accessible and what needs to be located.

Yes	No	Not applicable	Documents and contacts	Person responsible
☐	☐	☐	501(c)(3) by-laws & articles of incorporation	
☐	☐	☐	501(c)(3) determination letter	
			Annual audited financial statements	
☐	☐	☐	Attorneys/legal representation contacts	
☐	☐	☐	Bank account information & records	
☐	☐	☐	Board member list & contacts	
☐	☐	☐	Budget & other financial overview documents	
☐	☐	☐	Community partner/collaborative contacts	
☐	☐	☐	Credit cards (inventory & password access), checkbook, &/ petty cash	
☐	☐	☐	Employee performance reviews & related documents	
☐	☐	☐	Employee salary & salary history information	
☐	☐	☐	Financial advisors/professionals (bookkeepers/CPAs)	
☐	☐	☐	Funders/funding contacts	
☐	☐	☐	Insurance agents/brokers	
☐	☐	☐	Inventory & password access- technology (laptops, tablets, phones, etc.)	
☐	☐	☐	Inventory- infrastructure/shared resources (vehicles/tools/storage spaces, etc.)	
☐	☐	☐	Landlords/mortgage companies	
☐	☐	☐	Legal contracts, including grant contracts	
☐	☐	☐	Local elected/government officials/allies	
☐	☐	☐	Login credentials for online vendor and grant/contract accounts	
☐	☐	☐	Login credentials for social media accounts	
☐	☐	☐	Media contacts	
☐	☐	☐	Medical/clinical director contact	
☐	☐	☐	Payroll/ payroll company information	
☐	☐	☐	Pending contracts/agreements/ obligations/MOUs	
☐	☐	☐	Utilities (electricity/water/internet etc.)	
☐	☐	☐	Vendors/supplier contacts & account numbers	