

Partner Program Workshop & Networking Series

Succession Planning

Friday, November 8th, 2019
12:30 pm - 3:00 pm



I Carrot Way
Ann Arbor, Michigan



Welcome to our first session of the Partner Program Workshop & Networking Series.

We are glad you were able to join us!

Your willingness to serve as leaders in your partner program ensures that those in your community who need food have access to it. In recognition of your hard work, leadership, and dedication to partnering with us in our mission to **alleviate hunger and eliminate its causes in our community**, **Food Gatherers** created this Partner Program Workshop & Networking Series for you. The goal of this series is to:

- Provide additional resources to partner program leaders,
- help strengthen your leadership by gaining additional knowledge,
- and to allow food pantry leaders to connect with other partner programs.

Rather than just facilitate networking opportunities, staff in the Community Food Programs Department decided to create a series that combined networking opportunities with a workshop session so our partner program leaders can **engage with other agencies, learn best practices on a variety of topics, and share challenges and success strategies** with one another.

Each session in the Partner Program Workshop & Networking Series will have a workshop theme, with this first session focused on **Succession Planning**, and will offer a networking lunch. The theme of this upcoming workshop was selected in response to feedback from some of our partner program leaders who expressed a need to network with other food pantries.

We hope you enjoy the next two hours of learning, networking, and lunch. And we welcome your feedback and input on topics for future sessions in the series, as well as general feedback on any topic.

If you have questions, concerns, or suggestions, you can reach out to the Community Food Programs Department.

It is our pleasure to have you here today!

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Agenda

Session 2: Succession Planning

Facilitated by **Erin Freeman**, Community Food Programs Coordinator and **Markell Miler**, Director of Community Food Programs

WELCOME!

12:30 pm - 12:35 pm

INTRODUCTIONS & GROUP ACTIVITY

12:35 pm - 12:45 pm

- **Introductions**
- **Icebreaker Activity:** This or That

NETWORKING LUNCH

12:45 pm - 1:15 pm

WORKSHOP

1:15 pm - 2:30 pm

- Topic: **Succession Planning**
 - Individual Brainstorming Activity**
 - Partner Program Leaders Pair & Share**
 - Large Group Discussion**
 - Goal Setting Action Plan**

Workshop Q & A

2:30 pm - 2:40 pm

CONCLUDING REMARKS

2:40 pm - 2:45: pm

- Complete Workshop & Networking Series **Feedback Form**

FOOD GATHERERS TOUR (optional)

2:45 pm - 3:00pm

Succession Planning Workshop Packet

INTRODUCTIONS & GROUP ACTIVITY

Introductions:

- **Attendees and FG staff share the following information with the group:**
 1. What's your name?
 2. What's your program's name?
 3. What is your specific role at your program?

Icebreaker:

- Attendees stand up and move to the side of the room they agree with during this icebreaker
 - ◆ Would you rather live in the country or the city?
 - ◆ Which is worse: bad breath or body odor?
 - ◆ Would you rather be indoors or outdoors?
 - ◆ Which is better: Playing sports or watching sports?
 - ◆ Would you rather travel every single day or never leave home?
 - ◆ Which food is better: pizza or tacos?
 - ◆ Would you rather go on a hike or to a movie?
 - ◆ What skill is more valuable to you: creativity or logic?
 - ◆ Which is worse: being bored or being too busy?
 - ◆ Which is better: vegetables or fruit?
 - ◆ Would you rather be a musician or an athlete?
 - ◆ Which is better: reading a book or watching TV?

NETWORKING LUNCH

Please help yourself to lunch catered by Tios. Fill a plate and mingle with other partner program leaders and Food Gatherers staff!

Networking Question Prompts

- ★ Where do you work?
- ★ What's the size and makeup of your organization?
- ★ What type of food program do you partner with Food Gatherers for?
- ★ What are your primary job responsibilities?
- ★ How long have you worked at your organization?
- ★ What's your educational and/or work background?
- ★ What's a typical workday like for you? (food prep, meetings, travel, etc..)
- ★ How much client contact do you have?
- ★ What do you like and/or dislike the most about your work?
- ★ What do you wish you had known about the position/field before you started?
- ★ What are some major issues or trends you see the way low-income people

are treated in our society?

WORKSHOP

Topic: **Succession Planning**

WORKSHOP ACTIVITY MATERIALS

A. Individual Brainstorming Activity

1. What is the history of your food program at your site? Think about when it started, who started it, does it look differently than it did in the past, etc...

2. Complete the **Roles and Duties Handout (Column 1 and 2)** while thinking about:

- a. What are the main duties of running a pantry, food distribution or meal program? Try to think of everything (e.g. communication with Food Gatherers, training volunteers, receiving deliveries, set up, assisting clients, break down, etc..)

- b. Who are all the people who play an important role in your food program. Think of everyone it takes to operate a food pantry, distribution or meal program. (e.g. volunteers, staff, church leaders, donors, etc..)

Who would carry out the responsibilities of running the pantry if you were to retire, get sick, or had to relocate? A succession plan can give clear direction to staff and volunteers concerning who will take over each responsibility in the event of leadership change, or if unexpected situations occur.

<https://www.midohiofoodbank.org/wordpress/wp-content/uploads/2016/07/MOF-Volunteer-Manual-Template.pdf>

Description of Duty	Person Currently Responsible for Task	Person That Will Take Over Responsibilities

Description of Duty	Person Currently Responsible for Task	Person That Will Take Over Responsibilities

B. Partner Program Leaders Pair & Share Activity

Sometimes we are not left with any notice when someone leaves the job and sometimes we have 6 months notice. Either way, we are tasked with finding someone new to run the program. For this reason, we want to have an interim plan until we can find someone to permanently fill the role. It will be important for your agency to develop a small committee of people who can facilitate appointing an interim leader and finding a permanent solution.

Complete the following steps for this activity:

1. Attendees will pair with the person next to them
2. While in pairs, attendees discuss the following and write out your challenges on orange sticky notes, your successes on green sticky notes, and how to motivate others who we can pass the torch to lead on the blue sticky notes. NOTE: Each sticky note will only get one idea per sheet.
 - a. (On an orange note:) What are some challenges to securing a back up food program coordinator (Think of emergency situations, interim leader, and securing a long-term leader)?
 - b. (On a green note) What has worked for you in the past if you have had to plan for a new leader of your food program? What worked well in emergencies or finding an interim leader?
 - c. (On a blue note) How do we get others to care about food security so they can step in to lead your mission of providing food to the community when the time comes?
3. Post up your sticky notes on the appropriate board
4. Group rejoins

C. Group Discussion

- a. Pair like sticky notes and discuss challenges, successes and how to motivate others to care about the work we do!

D. Goal Setting Action Plan

We often don't know when we will need a new leader, but we know that eventually we will have to pass the torch on to the next generation! Let's make a plan so we are ready for these temporary or permanent changes in the future.

Create a job description for a position called the Food Access Coordinator. Pretend that there is only one person available to do this job and write down a job description for this role.

Agency Information: *What is the history of your agency and food program? What is your programs overall mission? What are the agency's goals?*

Position Overview: *A job summary highlights important details and provides a broad overview of the role and its associated responsibilities.*

Job Responsibilities: *Duties can be listed with bullet points for easier reading, but as mentioned earlier, try to keep this section concise by grouping responsibilities into main categories rather than listing every task with exact detail. (e.g. food safety responsibilities, volunteer management responsibilities, etc..)*

Primary Objectives: *The clearer these are, the more likely it is that goals will be reached. Plus, having clearly defined objectives provides a concrete way to measure performance.*

Required Qualifications: *List the knowledge, skills, and experience or education required to be successful in this role.*

Work Environment: *Depending on the role, you may include information about the environment where this person would work and the physical demands of a job.*

RESOURCES

Job Description Template: <https://www.smartsheet.com/free-job-description-templates>

Getting Others Involved:

Offer a Volunteer Program:

<https://nonprohuh.org/volunteer-management/how-to-create-a-sustainable-volunteer-program/>

Provide Education:

<https://www.foodgatherers.org/?module=Page&slD=just-for-kids>

<https://www.foodgatherers.org/?module=Page&slD=gathering-goodness>

Encourage Advocacy: www.foodgatherers.org/advocate

Send Newsletters:

<https://nonprohuh.org/email-marketing/create-engaging-nonprofit-email-newsletters/>

Mid-Ohio Manual (with Succession Plan Template):

<https://www.midohiofoodbank.org/wordpress/wp-content/uploads/2016/07/MOF-Volunteer-Manual-Template.pdf>

Thank you for joining us today!

CFP STAFF

Director of Community Food Programs,
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RD
Community Kitchen Manager, **Scott Roubek**
Community Kitchen Coordinator, **Amy**
Diehl



Partner Program Workshop & Networking Series Feedback Form

Thinking about today's workshop...

1. What did you like best?
2. What would you like to see for next time?
3. What other workshops would you like to see **Food Gatherers** host?
4. Do you have **any additional comments or suggestions** at this time?
5. What questions do you have that you would like us to follow up with you about?
6. Did the format of the workshop feel engaging? [please explain]
7. Did the workshop hold your attention? [please explain]

Name (optional): _____

Agency (optional): _____