

Succession Planning

Planning for the future is important! In order to be a reliable source of food for your neighbors, we need to make sure your pantry will be around for a long time! Here are a few tips to start making a succession plan for your agency.

- Start by making a checklist of daily pantry duties. Make sure each item is detailed enough for someone unfamiliar with the pantry to understand.
- Focus on the Who, What, Where and Why of your pantry. Make sure to include: your pantry hours, Link2Feed instructions, contact info for key personnel at LCFB, Login information to systems (Link2Feed, Charity Tracker, Meal Connect, etc.), and food ordering instructions.
- Make sure all files are organized and labeled, so that key personnel know where to find all the information they may need, including your checklist.
- Identify a key volunteer that would be willing to run the pantry in the absence of the director to ensure reliability and consistency for neighbors long-term.
- If there are volunteers that work the same job at the pantry, establish them as “experts” in their section of the pantry. A few categories to have experts of are retail pickups, link2feed, CSFP, pantry flow, ordering food, etc.

