

**Maine State Palliative Care and Quality of Life Advisory Council**  
**Leadership Succession Plan Proposal**

Initiate terms and expand leadership

-Continue with a co-chair model (one clinical co-chair and one non-clinical co-chair) and have one current leader rotate off at the end of 2021 and one at the end of 2022.

Invite the immediate past co-chair to serve as “emeritus” status for a year so that the institutional memory isn’t lost.

(i.e. Elizabeth could rotate off in December 2021 and Lauren continues as co-chair with a new, non-clinical co-chair serving 2022-2024.

Elizabeth serves as emeritus on leadership so planning meetings could include Lauren, Elizabeth, Kandyce and new co-chair

Lauren rotates off in December 2022 but continues as emeritus for one more year with a new, clinical co-chair serving 2023-2025.)

Role would include planning agenda for meetings and ensuring accountability for council actions

-Designate someone to serve as administrative support via grant funding or other option.

Role would include taking minutes and typing them; keeping track of membership appointments; scheduling meeting dates and locations

-An additional option: expand leadership further by designating a secretary or another leadership title (perhaps this person would be in succession to serve as a co-chair)