

Creating a Succession Plan

What is a succession plan?

A succession plan helps to put together ongoing formal plans and procedures to prepare for a smooth transition from one volunteer to the next in all club roles. It gives the club the opportunity to look towards the future and identify leaders who can fulfil committee positions when they become open.

Succession plans help to prepare your club for what may happen when volunteers leave their roles and keep everything on track when someone leaves.

Why is a succession plan important?

A succession plan helps build the longevity of a club by ensuring it continues to be supported when volunteers step away by:

- Helping to anticipate change.
- Planning for future needs.
- Upskilling new volunteers.
- Allows for seamless transitioning within committee position changes.
- Reduces the risk of losing valuable information.
- Ensuring when one person leaves, there is someone available and ready to take on the role.

Barriers to succession planning

- Considered too much work or too time consuming.
- Differences in personalities and opinions when it comes to succession planning.
- Committee members may be resistant to change.
- If not everyone is committed to succession planning, it may result in it not being implemented properly.
- Not seen as a priority.
- People may feel undervalued.
- Assumption that replacement 'just happens'.

How to develop a succession plan

1. Identify key positions for succession.
2. Identify key skills required.
3. Identify structure and processes required to support succession.
4. Identify potential volunteers.
5. Provide training and development opportunities.