

SUCCESSION PLANNING

From PSPL 2021-2022 Handbook

It is extremely important to have a succession plan in place. Asking members to take on the responsibility of a Management position can be quite daunting, particularly when some existing Management Committee members have been in the role for a number of years. In some cases, members may not want to take on a long-term commitment for fear of the unknown if they do not have a clear understanding of the role.

Consider the following when preparing a succession plan:

1. Ensure that members understand the role of the Management Committee. This can be done by preparing a brief role description for each Committee position. There is information on each role in this Handbook which can be used as a guide.
2. Start planning early as it takes time for members to consider taking on these roles. Continually recruit new members onto the Management Committee in preparation for the ensuing year.
3. Invite persons that may be potential Committee members to observe a Committee meeting so they can see firsthand how the process works.
4. Consider appointing one or more assistants for Secretary, Treasurer and Outings, Activities and/or Tours Officer. This will assist in reducing the workload for any one person and may encourage members to become involved.
5. Consider appointing a Junior and Senior Vice President. These persons could work together with the current President and Immediate Past President to learn the role prior to their own term as President.
6. Consider engaging potential Committee members to assist in one-off projects such as organising a particular activity. Potential Committee members may be more inclined to assist in a one-off project.
7. Have a Membership Development Plan (as recommended in this Handbook) that continually brings in new members to your Club who may serve on Committees in the future.

These suggestions are designed to let your members know that being on the Committee is a team effort which can be very rewarding.