

# Succession Planning Notes for participants

## *Recognise the Problem – Characteristics of a Club in trouble*

- Did you have difficulty in getting a management committee this year;
- Did you have to make last minute committee appointments;
- Has your committee run out of fresh ideas;
- Is your club leadership unenthusiastic;
- Does your club have uninvolved or unenthusiastic members;
- No one organizing interesting guest speakers
- Does your club have few (or no) club's activities or regular trips;
- Does your club have low attendance at club outings and/or activities;
- Is your club attractive to new members;
- Does your club have declining membership;
- Are there a number of cliques in your club;
- Does your Club leader delegate roles.

## *Why Solve it?*

- Successful Succession Planning can ensure your continued enjoyment, involvement and pride of being a member of your club;
- Successful Succession Planning provides a smooth transition in club management and leadership from one year to the next;
- Successful Succession Planning provides ~~reasonable~~ continuity of leadership;
- Successful Succession Planning gives a certainty to the management of the club;
- Successful Succession Planning avoids last minute panics (*Help! we can't form a new committee!*)

## *What's in it for you as the Club Leadership team*

- You share a sense positive achievement;
- You get to enjoy the year and share in the satisfaction felt by your MC for their year;
- You have the knowledge that the club is sustainable;
- And the Club continues to have a future;
- But there will be unexpected WIFM benefits.

## *Why Involve all of the Management Committee*

- To encourage collaboration;
- They can help sell the vision;
- They can assist you as leader set shared and achievable goals;
- They can help build relationships among the membership by involving your members;
- They can ensure that roles are delegated.

## *How do you involve your members*

- Demystify the role to the members by explaining the tasks and KISS;
- Emphasize the benefits they will experience – the WIFM;

- Emphasize the WIFM for participating in the MC;
- By inviting potential candidates to a MC meeting;
- Establish “understudies”/assistants
- Recognize that there will be a Fear of failure so establish a mentoring program;
- Look to your Membership applications for “talent’
- Look at ways to share the role;
- Ensure you have an effective handover and/or mentoring process.

### *Overcoming resistance to change – what/how/*

- Overcome resistance by involving those in the solution – use the “squeaky wheels” on the MC;
- Look for the 4R cycle – resentment, resistance, revenge and righteousness;
- Priority is to build communication with the club membership;
- By having a mentoring program, you will overcome reluctance to take on the role – “you are not alone”.

### *Develop an Action plan & implementing it*

- Planned goals must be measurable & achievable;
- Ensure that the plan’s goals are relevant, realistic and achievable – culture of club;
- Timeline & actions – what does it look like;
- Who does what to have a viable the Succession Plan;
- What’s in it for the MC group and the membership;
- Make it simple to achieve.