



SUCCESSION PLANNING FOR YOUR CLUB

Every year, Rotary District Probud Chairpersons and Probud Directors discuss ways and means in which they can help their Probud Clubs. One of the topics that invariably arises is **succession planning**.

Why? Because we know only too well that, at some point during the year, some of our clubs are going to come to us with a problem.

So, what is succession planning?

Succession Planning is what you do to ensure:

- the stability of your Probud club;
- the future viability of your club;
- effective management of your club;
- effective leadership of your club.

We do this because we want to:

- Ensure the future viability of the club.
- Provide a smooth transition in club management and leadership from one year to the next.
- Avoid last minute panics (Help! We can't form a new committee!).
- Share workloads - look for members with potential.
- Encourage fresh ideas - not only do we want to avoid the 'same old, same old.', we want to give the club a fresh face so that it is attractive to potential members.

Ideally, no one should keep any job in their club for more than three years and equally ideally, you should have back up people in terms of reserves and alternates. People who can assume a position in the event of absences or emergencies.

How do we do successful succession planning?

There are a number of obvious things you can do but here are a few ideas:

- VP becomes President next year;

- OR--- positions for a Senior and a Junior VP;
- *Senior VP becomes President next year;*
- *Junior VP becomes Senior VP;*
- Appoint an Assistant Secretary;
- Appoint an Assistant Treasurer;
- In large clubs - assistants to other positions (e.g., outings, welfare, newsletter editor);
- Ensure that your major positions have back-ups and that some of the jobs are shared.

A common theme is that members claim not to have the expertise required of any position. In fact, most of your members will actually be more than competent in most positions. They only lack confidence in themselves. By making sure that everyone gets a job to do, you can help to make the job of succession planning much easier.

Look around your club

- Discover the untapped talent.
- Look for members with potential who are not serving on your committee.
- Look for members on committee ready for greater challenges/ responsibilities.
- *They may be just waiting to be asked!*