

# Succession Planning



## SUCCESSION PLANNING FOR YOUR CLUB Hints for a successful continuation of the club

The end of the Probus year is approaching and with that comes the changing of the guard for your Club.

How well prepared as a club are you?

Do you see an election of office bearers for each position or is it likely to be an end of year pressured appointment because no-one else will take on the job?

There are strategies that can be implemented now:

1. Form a group of two or three Past Presidents of your club whose job it is to seek out, research and encourage applicants to apply for all positions on the management committee.
2. At your AGM seek approval from the members to appoint an assistant secretary and treasurer, and these members should not have voting rights, but whose job it is to replace the initial position in an emergency and for the forthcoming year.
3. Write a job description for the position on the management committee using either your club's description or with the help of "Probus Club Handbook". Then have the current member give a talk at the meeting about the benefits of playing an active role in the club.
4. To the potential new committee member, write an invitation to attend a committee meeting to see how the club functions. This way it reduces the barriers to that new person nominating for the position in the new year. Remember, make committee meetings fun, if applicable, call in a pizza and have it with a wine. Turn it into a social occasion combined with a business meeting.
5. Have the committee member recommend a person who could do the job and have them give a talk to explain the position/be enthusiastic and supportive.

6. Tutoring and mentoring before and after changeover day is important to make a seamless transfer of knowledge and so reduce initial stress on the incumbent.
7. Outings officer – have an assistant outings officer who attends the committee meetings but without voting rights and give them the task of organising, say two or three outings during the year. In this way you may have a ready-made experienced outings officer ready to join the committee.
8. Have an extra two persons in your executive who are up with what goes on at committee level and are available to fill any position should someone have an extended holiday or illness.

Remember the best way to have an active and dynamic club is to involve all members, and especially new members, and what better way than to invite them to a committee meeting that is fun and alive.

These are only a few suggestions. Remember that the reason we are all in Probus is:

**FUN, FELLOWSHIP AND FRIENDSHIP.**