

Hints for Succession Planning

Clubs report that it is increasingly difficult to attract volunteers to commit to Committee roles. The following are strategies that you could try to enhance your Committee succession and to make Committee roles more attractive.

- Keep ahead of your Committee needs both in terms of numbers, balance and the skills that you will need so that recruitment can be planned rather than rushed
- Recruit well in advance where possible through personal approach
- Establish fixed terms for Committee Members so that recruits do not have to fear getting stuck. This could also take the form of a rotation system if preferred
- Establish a hand-over process for incoming Committee Members so that they feel supported and have a clear understanding of the role
- Ensure clear delineation between **governance** requirements and the **operational** tasks associated with running the Club. Distribute operational tasks to general volunteers, or Working Groups so that Committee members can focus on governance alone
- Develop detailed role descriptions which outline the specific requirements for each position so that recruits know what they are committing to e.g. attend evening meeting 1st Wednesday of each month (2 hours)
- In developing the *list of tasks* associated with a particular position identify opportunities to reduce the demands by splitting roles or redistributing tasks to general volunteers or working groups
- Minimize evening meeting requirements where possible. Develop a realistic calendar of meetings aligned to governance requirements and consider alternative methods of ongoing Committee dialogue which is less demanding
- Adhere to good meeting practices so that meetings are productive, efficient and don't go too late!
- Publicly promote and recognize the Committee and the roles that they play through the newsletters, notice boards, Club functions etc
- Sell the merits of being on the Committee e.g. learning new skills, being a pivotal part of the Club, networking, CV item, opportunity to support the development of the Club
- Create and maintain a positive, cohesive, and professional *vibe* around the Committee and its functions
- Select a suitable person to make the approach to potential Committee members – someone who is enthusiastic about their role, is positive about volunteering and can sell the merits of involvement