

Succession Planning

Having a diverse and committed group of volunteers helping to run your club can be very beneficial. It allows your club to grow by utilising the knowledge of various people. However, what happens when those key people move on from your club?

Succession Planning can help with making the transfer of key roles and responsibilities from one person to another a smooth process, which ultimately helps your club to continue working towards its overall key aims and objectives. Succession planning is also important to try and ensure that individuals do not stay in a specific role of responsibility within your club for too long a period of time.

Succession planning (planning the next person/people who can step into a specific role) doesn't mean that the person currently carrying out the role isn't doing a good job – but it can help to ensure that key information is passed on and that key volunteers don't feel that they have to carry their role endlessly. In some cases, succession planning could mean that you retain all your key volunteers – but that they move into new roles within the club and this can help to keep them interested and motivated. A few questions to consider:

1. Do you know what the key roles within your club are?
 - a. This may help with identifying the roles you aim to fill.
2. Do you have some concise 'role descriptors' which set out what is expected and roughly what the time commitment is per week / per month?
 - a. This may help with being able to give anyone who you might be thinking of approaching directly (or recruiting through an external advert) with an idea of what a specific role would involve.
3. Where are you going to look to 'recruit' from?
 - a. Is there someone within your existing network (your club, the parents/friends of your members, your local community) who could provide specific expertise in the area you are looking for support with?
 - b. Could you put together a very brief advert for the position and circulate it through your network or through a local / national volunteering agency i.e. 'Volunteer Scotland'?

Once you think you have identified a suitable person, and they are willing to come and help you, remember to give them a proper induction to the club – but in a way which makes them feel warmly welcomed and helps them to begin to get to know your club's structure and other key personnel. (This may include creating a 'welcome pack' which could include the key contact information.)

