**Succession Planning**

Managing the transition of people in and out of roles within a club can be challenging and it is common for clubs to operate with vacancies until a suitable replacement is found.

Some roles however, are more critical than others and cannot be left vacant for too long without an adverse effect on a club.

Succession planning can help prevent this risk. It is not about finding a replacement for a vacant role but rather, identifying and preparing individuals already within the club for key roles before they become vacant.

Succession planning is important for clubs and helps to:

* Retain talent and further develop the knowledge, skills and experience of members in key roles;
* Future-proof the club and its operations by filling vacancies with the right people in the right role at the right time;
* Close skill gaps across the committee and;
* Foster strong club culture by recognising and rewarding engaged and motivated members to lead the club.

**Succession Planning Framework**

The Succession Plan Framework is a simple solution to support clubs proactively prepare for expected or unexpected vacancies in key roles.

It is recommended that the framework be used as part of a clubs’ annual planning and be regularly reviewed and updated during the course of the year.

The Succession Planning Framework allows clubs to:

* Define the critical tasks for each role.
* Use the established criteria to assess candidates and to determine who is most qualified and suited for each role.
* Establish a talent pool of workers who are qualified to eventually fill key roles in the future.
* Develop workers through training and valuable work experience so they are ready to take over key roles when the time comes.

**Succession Planning Framework Template**

Use the template below to support your succession planning for each key role.

Consider using the Committee Skills Matrix to identify existing gaps and key skills required of the successful candidate.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **<Insert Role>**  |  |  |  |  |  |  |
| **Currently held by***Who currently holds the role?* | **Appointed Stand-In***Does the club have an appointed stand-in for the role in the event of an emergency?* | **Urgency***What is the current level of urgency to fill the role?* | **Key Skills***What are the critical skills required of the role?* | **Candidate A***What are the current capabilities of the candidate against the required skills?* | **Candidate B***What are the current capabilities of the candidate against the required skills?* | **Candidate C***What are the current capabilities of the candidate against the required skills?* |
| *<Insert Name>* | *<Insert Name>* | *<Insert Name>* |
|  |  | Choose an item. |  | Choose an item. | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. | Choose an item. |
|  | Choose an item. | Choose an item. | Choose an item. |

**Whole-of-Club Summary**

The whole-of-club summary table provides a consolidated list of identified candidates for each role including any immediate development needs.

Use this table to prioritise any professional development opportunities available to the club and to monitor the readiness of successors.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Role** | **Appointed Stand-In** | **Urgency** | **Identified Successor***Who is the most qualified candidate for the role?*  | **Development Priorities***Where does the candidate require further support before commencing in the role?* | **Comments** |
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