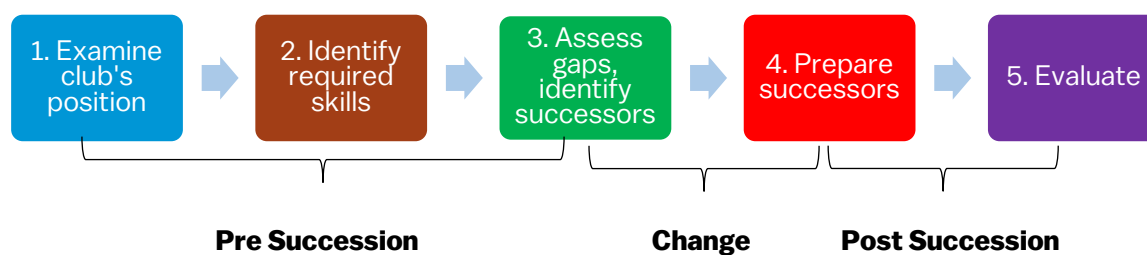


## Succession Planning Process

Succession planning is a proactive and long-term plan involving the process of identifying and developing individuals with the potential to fill key leadership positions when existing volunteers leave the position. It ensures a club will continue to operate efficiently without the presence of people who were previously holding key positions.

Succession planning has added importance for university sport clubs, given that numerous leadership positions are held by students, who only have a finite amount of time within the institution. For many clubs, succession planning occurs on an annual basis.

There are a series of steps a club should take in the succession planning process:



### Step One: Examine the club's position

- Identify critical roles
- Identify when roles will become vacant
- Consider splitting roles or redistributing tasks

### Step Two: Identify skills required to fill critical roles

- What are the main objectives of this role?
- What skills are needed to do this role?
- What training and education options are available for the role?

### Step Three: Assess the skills gap in your club and identify potential successors

- Compare skills required with skills of current committee
- Identify successors as early as possible
- Ensure committee member strengths complement one another
- Consider a range of options when recruiting
- Sell the merits to prospects
- Provide position descriptions to prospects

### Step Four: Develop and prepare potential successors

- Have an induction process
- Provide support and mentoring
- Provide relevant documentation for knowledge sharing
- Provide training

### Step Five: Evaluate the succession planning process

- Evaluate the process
- Evaluate the successor's performance
- Review and revise your plan