

## How to Set-up Succession of Officers

Succession planning is a means for an organization to ensure its continued effective performance through leadership continuity. For a chapter to plan for the replacement of key leaders, potential leaders must first be identified and prepared to take on those roles which have already been done.

Recruiting volunteers is a continuous process! All current volunteers should be looking throughout the year for members who may be able to step up and get involved.

1. **Engage with volunteers** – Getting to know your members will help you identify and recognize talents of those that may be future candidates for leadership positions.
2. **Understand your chapter's needs** – Gather data and analyze the chapter's the current structure, operations as well as its members. Determine what direction or the need and understand how the chapter will meet these needs
3. **Develop future leaders** - ensure your future leaders are properly trained and prepared to take on their roles. Current leaders, volunteers or members should act as mentors and pass along knowledge and best practices.
4. **Recruit non-volunteers** - Continuously recruit new volunteers, get them engaged and interested in volunteering. Send out a call for volunteers each year or assign short-term projects to non or new volunteers
5. **Monitor & Improve** - monitor and improve upon your practices as you manage the chapter. Adjust operations or management of operations or tasks to ensure goals are met and volunteers are properly trained.

Other succession planning tips:

- Add available positions to the chapter newsletter and website.
- Ask new members to become involved in small ways to begin. All volunteers do not have to commit to an official committee or board position.
- Make the invitation personal and ask directly.
- Your testimonial means a lot. Hearing a personal experience on why you became involved and how you have grown will have a great impact.

## Steps to Building Future Leaders

