



## Succession Planning

What is it?

Succession Planning for Clubs is a series of deliberate and planned actions that will improve your odds of attracting and retaining volunteers for your Board.

Steps:

1. Identify key positions (critical, cannot be vacant for your Board to function effectively) and upcoming vacancies (terms that are up)
2. Identify key people in your Club (new or existing volunteers and Board members who have skills/abilities and a willingness to serve)
3. Match up the two where possible
4. Where there are “holes” take action (see hints below for some ideas to get you started)

Helpful Hints to Get You Started...

- Ensure someone on your Board is responsible for leading this activity (typically your Past President) or it won't happen
- Take a long view and be proactive...start the process early (not a few weeks before your AGM) and recognize that people may have to start with smaller contributions (like serving on a Committee) before they are ready, willing and able to step into a Board position
- Ensure you create an atmosphere that people want to be part of...maintain confidentiality of Club issues, be welcoming (not a clique), do not broadcast small, solvable problems so that potential volunteers get scared off, etc
- Spend time at the rink talking to people to get to know them and where their interests lie (these names should then be passed along to the Board member responsible for compiling potential candidates)
- Check with your local Town Office to see if they have a database of volunteers or a Volunteer Coordinator or contact who can assist with ideas on recruiting and maintaining volunteers (Skate Canada: Alberta – NWT/Nunavut is currently working on compiling some of this information)
- Recognize and thank your volunteers properly
- Work to instil a sense of responsibility among your current Board members that they should share the load of identifying and grooming potential replacements for themselves as they get ready to vacate their current position
- Consider that some people will want to volunteer for activities closely related to their “work lives” (like accountants for the Treasurer's position) and others will want to try something totally different...give people options using the job descriptions provided