



## Succession Planning Questions for the Club

*The following checklist offers a very brief overview of questions clubs should address while forming a succession strategy for their volunteer board. Effectively done, succession planning creates an effective process for recognizing, developing, and retaining top leadership talent. Use this document to formalize succession practices.*

### **1. Recognizing Current Talent & Volunteer Efforts**

*Planning for the future leadership of the club? Start with your current leadership and make sure all are properly trained, supported, recognized, and rewarded.*

a) List some of the barriers faced by you and your club volunteers that may impede volunteer retention:

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b) Brainstorm practices that can be implemented that address barriers to volunteer retention listed above:

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c) Does your club recognize the current efforts of all board and committee members to encourage volunteer retention? If so, list the current practices:

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d) Brainstorm additional recognition practices that will further engage volunteers in your club:

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## 2. Training and Development of Volunteers

*Ensure volunteers receive the proper training and/or mentoring in order to do their job.*

a) Do your volunteers have clear job descriptions?

b) What type of training is required for new, or current, volunteers? Where, or from whom, can volunteers find this training?

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c) Does anyone “check-in” with volunteers to assess/review their progress and/or needs?

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## 3. Recruiting Volunteers

a) Is the club experiencing difficulties with recruiting volunteers? If so, list possible barriers for recruitment. This list can be similar to 1a):

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b) What practices can be implemented, or changed, to address the barriers listed above?

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b) What is the club’s communication plan when communicating the need for volunteers?

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c) Are there any incentives for club members to become volunteers?

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#### **4. Interim Planning for Absences**

a) In the event of a board member leave of absence, who is responsible for the tasks that fall under the absent volunteer?

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\_b) Is there a central storage location for documents and important information needed to perform each task?