

Succession Planning

Succession planning enables a smooth transition from one volunteer to the next in all key club roles. It helps to identify potential leaders and future volunteers which allows the club to share the load among volunteers.

Key steps that Seacliff Tennis Club will undertake to ensure the smooth transition of key volunteers.

- Ensure job roles are up to date and listed on the club website
- Each current volunteer should update their job role and the processes they follow
- Appoint sub-committees and recruit talent/interest that emerges from those
- Build relationships with members and canvass directly **'just ask'** – before the need is at a crisis stage:
 - people who demonstrate energy and commitment
 - people who have indicated any experience in organising, managing, admin or leadership
- Maintain a professional yet friendly club culture
- Establish a club culture where people want to volunteer for the club and are not scared of doing so.
- Provide potential volunteers opportunities to take a role on a sub-committee
- Recognise all volunteers with club awards, honorarium, and an annual dinner
- Invite interested members as occasional guests at Management Committee meetings
- Encourage female participation in management of the club
- Encourage young members to attend Management Committee meetings to observe Club Management

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