SUCCESSION PLANNING

To keep an active alumni club/group healthy, members need to transition into and out of leadership roles in a fluid and seamless way—this prevents leader burnout and the stagnation of events, ideas, and programs. Natural board flux can rapidly shift to uncertainty and inaction without proper leadership. However, being well prepared can allow clubs/groups to address changes with ease. A succession plan for board leadership is key to building a leadership pipeline within a board and managing a board through inevitable change.

Succession planning is the process of identifying and developing prospective volunteers/board members with the potential to fill key leadership positions and general board membership. With good planning, experienced and capable members will be prepared to assume leadership roles.

Succession planning can begin at any point in a volunteer or board member’s time as a leader with the board. Identifying an officer’s successor is the responsibility of the individual who is wishing to resign. Once a board member accepts an officer position, they should begin thinking about who will succeed them. Identifying a general member’s successor is the responsibility of the entire board.

Succession planning must occur on an ongoing basis.

IDENTIFYING THE IDEAL CANDIDATE

Before identifying a candidate, determine what is the board looking for.

- Review the current board profile
  - Where is the void?

- What attribute constitutes a capable replacement?
  - Passion for position
  - Time commitment
  - Team player
  - Gets along well with other board members and alumni
• In creating a talent pipeline, consider the key indicators to look for in a candidate
  ▪ School/division
  ▪ Degree year
  ▪ Profession
  ▪ Time commitment
  ▪ Work/volunteer experience
  ▪ Current participation in alumni programs

RECRUITING CANDIDATES

Refer to the Recruit Alumni Volunteers document for methods to use in recruitment efforts.