



## Succession planning

Key members of the committee plan their succession in line with the document 'Aquaforce volunteers: The good club guide, For a Club Chairperson.'

This is the specific extract that all committee members follow.

This would be used in conjunction with the facility induction checklist and appropriate checks such as CRB for the new volunteer

Here are some suggestions to ensure a smooth transition, and to ensure the person taking over from you has the information and resources they need:

- Try to give as much notice to the club that you are moving on, in order to allow the club to recruit / elect another volunteer
- Assist in developing an up to date role description and advert for the post based on your experience in the role, and think of any people that may be interested
- Think about the type of information you would like to receive if you were to volunteer for this position, and the format you would like to receive it in eg. one big file, a face to face hand over meeting, hand over in a 2 week period to not overload with information
  - Prepare an information pack for the new volunteer to assist them in their role
  - Prepare a list of any outstanding work/ issues

- Prepare a top tips or similar list to help a new volunteer
- Provide a list of key contacts or people who can assist a new volunteer
- Hand over hard copies of any files or important correspondence. Put electronic information onto a USB stick or disk
- Offer to mentor the new volunteer in this role for an agreed period of time

In practice , for the more complex roles, handover is often done over a longer period such as 6months as agreed between the two parties.