

Board Succession Planning

Effective succession planning is essential to ensure continuity and stability within alumni club leadership. By planning early and reviewing succession strategies regularly, clubs can avoid disruption due to unexpected turnover and maintain momentum toward their goals.

Why succession planning matters:

- Ensure smooth leadership transitions
- Preserve institutional knowledge
- Support long-term club sustainability
- Empower new volunteers with clarity and confidence

Board Recruitment

It is the responsibility of current club leaders to identify and cultivate potential successors. This can be done through:

- **Referrals:** Peer nominations are often the most effective. Alumni leaders are encouraged to recommend individuals they know or have met at events.
- **Active Engagement:** Volunteers who co-lead programming or frequent attendees at club events often emerge as strong candidates for future leadership roles.
- **Mass Outreach:** Clubs may issue an open call for board positions, reviewed by a nominating committee. Using a form to collect responses ensures consistency and simplifies vetting.

If your club is having difficulty identifying volunteers, contact your staff liaison to provide examples of successful outreach campaigns or to request a list of prospective board members based on parameters such as volunteer experience, giving history, or school/year representation.

Club Leader Onboarding

Succession is more than assigning a new volunteer—it's about preparing them to lead effectively. Club leaders should:

- Provide essential training and onboarding
- Review club materials and position responsibilities
- Consider co-lead roles to stagger turnover and build continuity

Maintaining a shared space for club documents is critical. This may include:

- The club's official Google Drive
- A Slack channel
- Physical storage maintained by a board member

Documentation

Clubs should annually review a succession planning document that includes:

1. **Current Leadership Roles**

- Brief descriptions of duties, qualifications, and recommended term limits
- Consider having each leader write their own role description
- Refer to the “Club Board Structure Recommendations” pocket guide for examples

2. **Review & Transition Timeline**

- Include timing for role reviews, nominations, and elections

3. **Knowledge Sharing Strategy**

- Outline how club materials are stored and shared (e.g., Google Drive, Slack, physical files)

4. **Volunteer Pipeline Strategy**

- Describe how the club recruits, trains, and transitions volunteers into leadership roles

This document should be tailored to your club's structure and needs. Even a basic plan positions your club to pursue ambitious goals and navigate leadership changes with confidence.