**Succession Planning**

Succession planning is a strategic process that organizations use to identify and develop talent to fill key leadership and critical roles.

It involves preparing employees, or in this case, volunteers to take on higher-level positions in the future when current leaders roll off or leave their positions. The goal of succession planning is to ensure a smooth transition of leadership and to maintain the committees’ continuity and performance.

**Benefits of Succession Planning:**

* **Reduced leadership gaps**: Succession planning ensures there are qualified individuals ready to step into key positions when they become vacant, minimizing disruptions to operations.
* **Improved retention:** Volunteers are more likely to stay with an organization that offers growth opportunities and invests in their development.
* **Better alignment of talent and strategy:** Succession planning helps organizations align their mission with the talent needed to execute that mission effectively.

**Key Components:**

1. **Identify future challenges and goals:** What strategic or tactical impacts will affect your committee going forward? For example, you are doing a new event and you need a leader who can organize a party for guests and organize the volunteers to sell and work the party.
2. **Identify critical roles and skills:** Determine which positions are critical to the committee's success and continuity. What specific skills and/or abilities will this role need to have to succeed.
3. **Identify candidates and skill gaps:** Once candidates are identified, committees should invest in assessing their skills and abilities by determining what development they need to ensure their success.
4. **Plan to fill the gaps:** Succession plans should be regularly reviewed and updated to reflect changes in the committee’s needs, volunteer dynamics, and the performance of potential successors.
5. **Execute and adjust as necessary:** Offer regular feedback and support to individuals in the succession pipeline to help them improve and grow in their roles. Continuously assess the readiness of potential successors to step into key positions. This evaluation should be based on their skills, experience, performance, and leadership abilities.

***POTENTIAL***

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| **Enigma** | **Growth Volunteer** | **Future Leader** |
| **Dilemma** | **Core Volunteer** | **High Impact Performer** |
| **Under Performer** | **Effective** | **Trusted Professional** |

***POTENTIAL***

LOW MODERATE HIGH

***PERFORMANCE***

LOW MODERATE HIGH

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| --- | --- |
| ***ENIGMA*** |  |
| ***GROWTH VOLUNTEER*** |  |
| ***FUTURE LEADER*** |  |
| ***DILEMMA*** |  |
| ***CORE VOLUNTEER*** |  |
| ***HIGH IMPACT PERFORMER*** |  |
| ***UNDER PERFORMER*** |  |
| ***EFFECTIVE*** |  |
| ***TRUSTED PROFESSIONAL*** |  |

*Here’s what you told the class:*

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| **Future Challenges** | |
| Appreciation  Desire for leadership upward  Motivating people to work, especially those not selected for leadership  Leadership changes to align with HLSR titles  Introducing new event tracking system  Ranch rodeo  New event  Additional day  Rookie Retention  Gardening leadership team  Electronic check in  New events  New rodeo time  Finding a successor for chairman  Qualified people for succession  Electronic implementation  New chairman  Managing growth  New scheduling system  Rookie Education  Badge Requirement  Committee growth | Qualified people to lead  Do they want the title but not the work  Cross training  More socials  Rookie pub crawl  POS  Future growth communication  Free pour  New wine bar  Fourth year chairmen need succession plans  Time  No back fill  Sanle rotation  Growing the committee – recruiting  Continuing to develop future leaders  New duties are people willing?  Technology changes  Getting younger members to work when older are not willing to go lifetime  QR Codes  Life Changes/Open spots  Technology tool training  Succession planning |

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| **Critical Roles** | |
| Rookie mentor  Captains  VC Admin (many people tagged this as a critical role)  VC Communication  VC Age out / UC Mission Education  Technology coordinator  Admin/FRD/AFAD  Software implementation / Mgmt  All roles are critical | Membership Rostor management  Full Time Grounds guy  Rookie Captain / Coordinator (lots here)  IT  Cattle guy  Vice chairman  Inventory ACC  Shiftboard mgmt./admin  Fundraising people  Shift scheduling expert  Training |

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| **Critical Skills** | |
| Be present  Be positive  Communication (lots here)  Soft Skills  Tech Savy  Time management  Listening  License  Fork lift certification  Organization  Tech  Safety awareness  IT  People skills (lots of comments here)  Certification  Mentoring  Counting  Inventory  Organization (lots of comments here)  Computer Knowledge  Providing expectations  Computer data look up while communicating with buyers | Flexibility  Fun  Take ownership  Communicate communication  Addition  Ability to use a computer  Cattle/livestock handler  Multiple languages  Technical skills  Public speaking  Manners / tact  Organization  Time management  Availability  Inventory / Counting  Motivational  Technical skills  Effective Leadership  Staying calm  Solving problems  Time commitment  Good attitude  Technical skills  Conflict management |

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| **How to fill the gap – get skills, knowledge, ability** |
| Mentoring  Exposure to behind-the-scenes information  Rotation  Responsibility  Cross training – other roles, other shows (lots)  Training, exposure and Information transfer  Communicate expectations and have all leaders aware of requirements  Put them in more direct communication with staff  Purposeful succession plan  Plan/run a meeting  Review/explain processes  Training, exposure, shadow  Mentorship, shadowing |

Top of Form