Managing Leadership Succession

Critical Steps to Group Success

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Your Most Important Job

• Finding your own replacement!
• Your role is not completely fulfilled unless you can find someone to take your place
• Key: planning for succession

• Volunteer Lifecycle
• Best Practices
The Volunteer Lifecycle

Attract

Train/Orient

Recognize/Reward

Maintain

Retrain/Repurpose
Best Practices

• “Order of succession” for medium to large volunteer groups
• Guidance and advice from past volunteers and current staff members
• Don’t overstay your own welcome
• Don’t try to do every job yourself
Best Practices

- Add more leaders – Don’t just “replace”
- Document your plans and achievements
- Have back-up candidates if possible
- Consider co-president or co-chair
Best Practices

• Remember to thank & recognize
• Create finite, clear-cut responsibilities
• Keep a record of likely volunteer leaders
  • Staff contacts can help with this
• Attend as many alumni events as possible
Best Practices

• Search for your successor right away
• Remember the power of the peer: keep friends & classmates on your “go-to” list
• Be willing to stay and smooth the transition
• Golden Rule: Treat other volunteers as you want to be treated
Discussion

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