



## A STRATEGIC PLAN FOR LEADERSHIP SUCCESSION



### **1. DEVELOP CULTURE**

- a. Set Expectations
  - i. Clearly communicate mission and vision for the year
  - ii. Communicate Roles and Responsibilities
  - iii. Require the fundamentals of parliamentary procedure
  - iv. Give a specific time of involvement
- b. Create Stability
  - i. Develop strategic goals and plans for success
  - ii. Communicate and follow bylaws, policies and procedures
  - iii. Communicate the planning process early and often
  - iv. Expect timely communication and attendance
- c. Create Accountability
  - i. Clearly define who is responsible for each goal
  - ii. Define and expect commitment
  - iii. Define and expect attendance
  - iv. Review Progress
- d. Develop an environment for growth
  - i. Stay focused on goals (tie projects to goals)
  - ii. Use consistent messaging with words and behavior
  - iii. Develop, engage and motivate those around you
  - iv. Show respect for everyone
  - v. Conduct effective meetings
- e. Celebrate Success
  - i. Applaud hard work
  - ii. Recognize everyone's effort
  - iii. Say Thank you

### **2. COMMITTEE STRUCTURE**

- a. Review typical committee structure
  - i. Establish Standing committees
  - ii. Establish Special committees and taskforces
- b. Set clear committee names and descriptions
- c. Identify Committee Leaders
  - i. Ask current committee members to recruit
  - ii. Use the committee as a pipeline to leadership

### **3. IDENTIFY LEADERS**

- a. Identify Passion (what's their why)
  - i. Recognize what motivates someone to leadership
  - ii. Be aware of strengths and interests
  - iii. Understand what inspires people
  - iv. Focus on their strengths
- b. Seek new people from your committees for leadership
  - i. Task your committee chairs to identify future leaders
  - ii. New leaders come from the ones already there

- iii. “Little Ask” Don’t be afraid to ask for volunteers
- iv. Small job, specific time commitment
- c. Delegate to build trust
  - i. Have strategic conversations
  - ii. Trust others to do the job
  - iii. Give freedom to develop own style
  - iv. Welcome new ideas
  - v. Let them take the lead

#### **4. EDUCATE LEADERS**

- a. Prepare leaders for leadership positions
  - i. Give knowledge and experience of past events
  - ii. Guide, help and support
    - 1. Show you care about them
    - 2. Understand people have different leadership styles
    - 3. Be a servant leader
  - iii. Be a resource for future decisions
    - 1. Be a good listener
    - 2. Inspire and encourage
    - 3. Let them express their views
- b. Be an effective communicator
  - i. Clearly define expectations
  - ii. Document job descriptions
  - iii. Review progress
  - iv. Adjust when necessary
- c. Empower and inspire to succeed
  - i. Use positive words to motivate

#### **5. DEVELOP FUTURE LEADERS**

- a. Motivate, Lead, Guide, Inspire, Encourage (Repeat)
  - i. Use consistent messaging
  - ii. Be positive
- b. Share the fringe benefits of being part of a leadership team
  - i. Exposure
  - ii. Knowledge
  - iii. Connections
  - iv. Professional evolution
- c. Use former leaders to mentor
  - i. Experience
  - ii. Knowledge
  - iii. Wisdom