



City of St. Albans Swimming Club

Succession Statement

Succession Planning is important to our swimming club to ensure that club business continues efficiently and effectively at all times.

It is important to ensure that there is a smooth transition when a volunteer decides to move on.

To ensure all knowledge and experience gained by a volunteer is passed on the following suggestions are recommended to the outgoing volunteer to assist the club move forward and guide their replacement into their new role.

- ✓ Try to give as much notice as possible to the club 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. Try to think of any suitable people in the club who may be interested.
- ✓ Think about the type of information that you would like to receive if you were to volunteer now for this position, and the format you would like to receive if you were to volunteer for this position, and the format you would like to receive it in.
- ✓ Prepare an information pack for the new volunteer to assist them in their role.
- ✓ Prepare a list of any outstanding work /issues.
- ✓ Prepare a list of top tips where possible
- ✓ Provide a list of contacts who can assist, both inside and outside the club.
- ✓ Hand over hard copies of any files or important correspondence. Put electronic information on a USB stick or disk.
- ✓ Offer to mentor the new volunteer