



# Alumni

## Leadership Succession Plan

For the long-term viability of your alumni chapter or club, it is important to develop and implement a plan for leadership succession. A leader's most important job is to find their replacement. A leader has not completely fulfilled that role until a successor is ready to take the helm. Grooming potential leaders takes time. Advanced preparation will help build a pipeline of future leaders and ease the transition of a planned or unexpected departure of a key leadership role.

- **Search for your successor right away** | Begin planning and identifying as soon as you take over the group's leadership.
- **Know when to step down** | If you enjoy your position, you may want to stay in your leadership role as long as possible. Staying in a leadership position too long can cause volunteer burnout or scare away likely successors. It's imperative to adhere to term limits.
- **Avoid being a one-man show** | Being a council member is a lot of work. Make sure to delegate responsibilities. The leader does not have to do all the work alone.
- **Follow a structured "order of succession"** | The chair-elect should succeed the chair. Structured succession stabilizes succession further into the future.
- **Leverage your network** | Seek guidance from past volunteers and UCF Alumni staff. You have valuable, experienced resources that can assist you.
- **Add-don't merely replace** | If you have someone ready and able to step up and contribute, there is no need to wait until the leadership role is vacant. Add them to the leadership ranks and create a role for them. A member-at-large position is a great starting point for potential new council members.
- **Consider co-leaders** | There can be more than one person in a position, especially if you have two people with complementary skills and characteristics. Co-leads are a great way to split the work-load of a demanding position.
- **Network at your own events** | Have council members take turns working registration and network with attendees. Working a room to meet new people is a valuable way to identify potential volunteers.
- **Remember the power of peer-to-peer relationships** | People are more likely to volunteer when asked by a friend or someone they know personally.
- **Be willing to stay during a transition** | Volunteers are often so relieved (and sometimes burnt out) that when they step down, they can disappear completely. A volunteer leader should offer to be accessible to a successor, so that the new leader has a source of information, history, advice, and encouragement.