



COMPONENT SUCCESSION WORKBOOK

Volunteer leadership development and succession planning are critical components for the long-term success and sustainability of any organization. Effective volunteer leadership ensures that you can achieve your mission, maintain continuity, and adapt to changing environments. By focusing on identifying, nurturing, and developing future leaders, you create a robust pipeline of talent ready to take on leadership roles as they become available.

Succession planning, specifically, involves preparing for leadership transitions in a proactive and structured manner. It encompasses not just the identification of potential leaders, but also their development, mentoring, and gradual integration into leadership roles. This approach helps prevent disruptions during transitions, retains institutional knowledge, and promotes a culture of continuous leadership growth.

This workbook is designed to provide you with practical tools and strategies to build a strong leadership pipeline within your volunteer group. By focusing on the key aspects of leadership development and succession planning, you will be better equipped to ensure a seamless transition of leadership, foster a culture of continuous improvement, and ultimately drive the success of your organization.

WORKSHEET 1: G.R.O.W. ACTION PLAN FOR CULTIVATING LEADERS

Use this action plan to implement specific strategies for growing leaders within your volunteer group.

G - GATHER Potential Leaders

- Define your criteria for identifying leadership potential:

- List methods to identify potential leaders in your component group:

- Set a goal for the number of potential leaders to identify this year: _____

R - RECOGNIZE Leadership Qualities

- List the top 5 leadership qualities valued in your organization:

1. _____
2. _____
3. _____
4. _____
5. _____

O - OFFER Development Opportunities

- Identify 3 areas where emerging leaders can take on more responsibility:

1. _____
2. _____
3. _____

W - WIDEN Responsibilities

- Create a timeline for gradually increasing leadership roles.
- Design a feedback mechanism for new responsibilities.
- Plan for celebrating and recognizing leadership growth.

Remember: Leadership development is an ongoing process. Revisit and update this workbook regularly to ensure continued growth and success in your organization's leadership pipeline.

WORKSHEET 2: B.U.I.L.D. LEADERSHIP DEVELOPMENT PLANNER

Use this worksheet to create a comprehensive plan for building leadership capacity in your volunteer group.

B - BENCHMARK Current Leadership Capacity

- Create a process to assess your current leadership team's strengths.

- Identify key areas for improvements.
- List critical leadership skills needed in the next 1-3 years.

U - UPLIFT Potential Leaders

- List 3-5 individuals with leadership potential.
- For each, list their current strengths.
- Identify specific areas for their development.
- Plan how you'll communicate their potential to them.

I - INVEST in Leadership Development

- List 3 training opportunities to implement for potential leaders:
 1. _____
 2. _____
 3. _____

L - LINK Current and Future Leaders

- Create an opportunity or program to mentor future leaders.
- List potential mentor-mentee pairings.
- Plan for gathering feedback on mentorship effectiveness.

D - DEPLOY Emerging Leaders

- List 3 upcoming projects or initiatives for emerging leaders to lead:
 1. _____
 2. _____
 3. _____

 - Plan for providing support and feedback
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WORKSHEET 3: B.A.T.O.N. SUCCESSION PLANNING CHECKLIST

Use this checklist to assess your readiness for leadership transitions and identify areas for improvement.

B - BUILD Your Plan

- Identify critical positions that need succession plans.
- Create a written succession plan for your volunteer group.

- Develop emergency succession procedures for unexpected departures.

A - ASSESS Your Current Leadership

- Conduct an evaluation of current leadership effectiveness.
- Identify leadership skills needed for your component's future.
- Survey members/volunteers about their perception of leadership effectiveness.
- Review the organization's strategic plan to align leadership development.

T - TIME Your Leadership Transitions

- Create a timeline template for different types of leadership transitions
- Set up regular check-ins to discuss potential future transitions

O - ONBOARD New Leaders Effectively

- Develop an onboarding plan for new leaders
- Create a 'leadership handbook' with key information and resources
- Assign a mentor to support the new leader

N - NAVIGATE the Transition Process

- Develop a transition plan with responsibilities
- Create a support system for both outgoing and incoming leaders
- Plan celebratory events to honor outgoing leaders and welcome new ones
- Establish a feedback mechanism to continuously improve the transition process