

Succession planning top tips for your Group & District



Annual recruitment planning – Advertising for volunteers all year round ensures you have a constant presence in your local community. Regularly meeting up with potential candidates to help support your groups and District means you have a pool of volunteers when require them.

Everyone should take a turn - We highly recommend to avoid new and existing volunteers suffering from burnout or feeling overwhelmed offer time limits on officeholder roles in your groups and district. Putting a time limit of 1-2years may make your volunteers feel more positive about taking on additional responsibility, knowing they wont be bound to a role forever or feeling guilty if they wish to step down. Also as a group or district you're prepared when a term comes to an end and have already scheduled to do recruitment. Sharing responsibility is really important why not create a rota where each person takes a turn at different roles in the group & district. It will make everyone's volunteering experience more varied, bring about new ideas, everyone gains experience and no one person feels overloaded & can take a break when needed.

Shadowing/ Preparing for hand over– Being prepared is really important so you don't get caught out. When a volunteers term is approaching or someone has given notice start to recruit at least 3 months beforehand to give you time to find someone and have a well planned hand over. The new recruit can then shadow the existing officeholder giving them hands on training, opportunity to attend workshops and feel supported. New volunteers will feel confident in their role once their term begins and likely to stay in post.

Taking the Sustainability Scorecard and having a response plan - The Sustainability scorecard is a great resource. It's a questionnaire which assess the sustainability of your group. We recommend all groups should take part so they can see the areas where they need improve including Volunteer recruitment. **If your group scores low its time to take action!! Go to: scorecard.ealingwoodcraft.org.uk**

Have a plan of action and ask yourselves those 'What if' questions. 'What if our Treasurer becomes ill?' 'What if our Group Leader has step down at the last minute?' How will we manage? Forward planning stops and panic and gives you the peace of mind that you will successfully recruit a new volunteer.

Volunteer Co-ordinator & Training - Groups and Districts have really benefited from having a Volunteer Co-ordinator whose sole responsibility is to promote volunteer opportunities, host induction, signpost to training etc. Having someone in place would ensure that the succession of volunteers were always a priority. Watch: www.woodcraft.org.uk/webinars/district-volunteer-co-ordinator-webinar%20
Signpost and arrange training for your recruited volunteers. Investing in your volunteers alleviates stress on other existing volunteers, bolsters enthusiasm, encourages new ideas a and **improves the sustainability of your group!!**