

Leadership Transition – Pass the Gavel and more GFWC CT 7/16/22

How many times as a leader were you surprised by an unexpected duty, communication, form to fill out?

What President hasn't thought to herself - THAT should be written down somewhere.

What past President has wondered why some important item is overlooked?

Transition plans help make it easier.

As an incoming leader, your transition plan starts when you first know you will be taking on a role.

Make that list of questions and ask them. Watch and ask yourself why something is being done. Seek out a mentor to explain why.

As a current leader

Prepare a job description to provide a complete explanation of the role and responsibilities for your whole team.

Identify challenges a new leader will have.

Enlist the support of all members for new officers. As the leader the club has known – your endorsement is key.

Help new officers feel confident enough to find their own voice by using yours in private. Avoid micromanaging new officers. Give them the opportunity to do their job but assist when asked to do so.

As a Club

Have an established timeline for leadership succession.

Establish an Emergency Plan to include delegation of duties and authority during an unexpected transition.

Provide leadership development for all members so they will have a broader knowledge of the club, state, and international activities.

Transition plan creates confidence of the members

Structured transition ensures continuity

Transition plans retain knowledge, develop more insight and build relationships in the development of new leaders.

It also helps leaders let go. We are proud of what we have accomplished, but really – have we made the role more about how we do it than about what needs to be done?

No matter how long or well a leader has served, it is best for all clubwomen to have a plan for transferring knowledge and authority and letting go of role “ownership.” Somehow, all the information that is stored only in the leader’s head must be accessed and captured. But how?

Leadership Transition Plan -

Make a check list for transition. Starting the day you agree to be nominated.

Keep a folder or a box or a bookcase– put it in order: by date, by alphabet, by subject matter - just find an order that keeps it organized.

Ask yourself: What do you wish you knew before you started the job? Write it down. Pass it on.

What did you bring to GFWC from other things you have done? Write it down. Pass it on.

What were you told you must do that isn’t really a MUST? Move it to the option folder. Pass it on.

Finally - share contact information for changed roles in your club with members, local and community organizations, GFWC district, state and International organizations.

Transition planning is really shared leadership: sharing insight and connection. Done well it brings closure for our clubs as they transition from one administration to another.

Each table will get two envelopes. Inside you will find the roles assigned to your table and a index card.

On the index card put the most important part of your transition plan and your role.

We'll share that information later.