



LEADERSHIP TRANSITION TIPS

LEADERSHIP TRANSITION TOOLS

1. Club Bylaws and Standing Rules; review prior to the training.
2. Resources located on the GFWC Digital Library, Leadership Toolkit.
3. Agendas
4. Articles/Newsletters
5. Officer Reports
6. Scripts
7. Job Descriptions with Timeline of Responsibilities
8. Calendar of Meetings and Events
9. Mentor new club members
10. Strategic Plan
11. Document Storage Plan, Club Manual, Pictures, etc.

LEADERSHIP TRANSITION STEPS

1. What training components does your team need? Who will deliver this training?
2. Review the sample Transition Checklist from the Leadership Toolkit. Will this work for you? If not, what modifications should you make?
3. Where can you find the next leaders for your club or state? Think about the skills you need in your future leaders. Identify members who possess these skills.

Think about small tasks you could assign someone in an upcoming project or event that would help them take that beginning step toward developing leadership skills. What could those tasks include?



Following each of these STEPS will guide you toward successful Leadership Transition Planning. Don't forget to use the handout!

Leadership Handout – Utilizing Your Governing Documents

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Step 1 – Plan – Reflection Time

INFORMATION FROM PREVIOUS LEADERS:

_____ Agendas

_____ Scripts

_____ Articles

_____ Officer Reports

_____ Presentations

_____ Other: _____

Job Descriptions with Timeline of Responsibilities

_____ Calendar of Meetings & Events

_____ Strategic Plan

_____ Document Storage Plan

_____ Other. List: _____

Leadership Handout – Utilizing Your Governing Documents

What is the next step you need to put in place to move you forward?

How is your information passed on from one team of leaders to the next? Is this an effective practice?

What changes do you need to make?

Leadership Handout – Utilizing Your Governing Documents

Step 2 – Educate – Reflection Time

What planning pieces do you need to have in place?

What kind of icebreaker do you need to include at the beginning of your training?

What training components does your team need? Who will deliver this training?

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Step 2 – Educate – Reflection Time

Will this work for you? If not, what modifications should you make?