Make a smooth transition

Help incoming club and district officers get off to a good start by following a solid succession plan.

Are you among the 500 district governors, 34,000 club presidents, and countless committee chairs who will be wrapping up your term in the next few months? Make sure that the plans you’ve made and the successes you’ve achieved continue into the next Rotary year by working closely with your successor.

A well-planned succession not only ensures continuity, it also helps new leaders be effective right from the start. For Scott Seitz, president of the Rotary Club of Tacoma Narrows, in Washington, USA, planning for his succession has been a yearlong process.

“One of my goals was to alert my successor every time something caught me by surprise,” Seitz says. “I created a calendar that includes key deadlines, monthly themes, important contact information, and planning dates. I’ve encouraged my successor to use this calendar to plan for his year.”

Here are more tips to ensure a smooth transition:

- Conduct “on-the-job training” for incoming leaders at least one month before the start of the new Rotary year.
- Hand over important documents either in hard copy or electronically.
- Give your successor a summary, in person as well as in writing, of the previous year’s work, responsibilities, and challenges.
- Be available throughout the new Rotary year to answer your successor’s questions.
- Once you’re out of office, direct all inquiries to your replacement.

It’s especially important to work closely with your successor on activities that last more than one Rotary year, such as strategic planning, committee appointments, and service projects.

“The worst thing we can do is make next year’s leadership reinvent the wheel,” says Seitz. “We need to be as efficient as possible with all our resources. One easy way to do that is to be thinking and planning ahead with your successor.”

Find more in Be a Vibrant Club: Your Club Leadership Plan (245-EN).

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