

## Orpington Ojays SC

### Succession Plan for the key Committee roles of Chairman, Treasurer and Secretary.

During the course of their year in office, each member of the Committee should consider whether or not they wish to continue as a member in the following year and, if so, if they wish to change roles. In order to allow for replacements where necessary, the process should start at least three months before the Club's AGM and elections, usually held at the end of March. Accordingly, the Committee's composition for the following year shall be an Agenda item for the December Committee meeting, and the Club Chairman will then ask each member if they wish to continue. Any outgoing officer should give notice of their intention to stand down, in order that a successor can be found to integrate into the role with a period of overlap.

For the key Committee roles of Chairman, Treasurer and Secretary, any identified vacancy will first be offered to existing Committee members. If this fails, the Club's Secretary shall arrange for the potential vacancy to be advertised on the Club's noticeboard, and to be announced at Club galas or social events. If it has not already been filled, the vacancy will also be advertised on the Notice of the AGM and Elections.

It is important that any outgoing officer can pass on their knowledge and experience to the new postholder. Accordingly, those standing down will provide an up-to-date job description for their role, and supply a copy to be held by the Club's Secretary\*. They will also pass on any relevant paperwork, including archived material, with appropriate notes of explanation.

(\* Each Committee member should maintain an up-to-date job description, and review it at least annually).