



WOODVILLE LACROSSE CLUB Inc

Established 1899

SUCCESSION PLAN

Effective Date: **24 October 2011**

Review Date: **24 October 2012**

Objective

A succession plan will ensure that if someone steps down, someone can step into their shoes and pick up where they left off and to ensure the continued operation of the Club with little disruption.

Purpose

To ensure:

- Job descriptions so that current volunteers know what they should be doing, and what might be expected of new volunteers.
- Having a business or strategic plan so that anyone who is new to a committee can find out exactly what the future priorities are.
- Policies, procedures, duties manual so that volunteers know how everything should be done.
- More than one person has access to information.
- Ensure detailed manual of duties and any other information is kept with records.

Plan

Management Positions	Provided with updated manuals with position descriptions, details of duties, policies and procedures, Constitution at the beginning of each season. Reviewed every 12 months. Where appropriate portfolios to provide plans of the season ahead and a copy kept with the records.
Managers	Provided with updated manuals with position descriptions, details of duties, policies and procedures, player details. These are reviewed every 12 months.
Coaches	As above. Training manuals provided and a copy kept with records.
Meetings	Minuted, circulated and filed so as accessible by the Management Committee.
Volunteers	Ensure they are aware of policy and procedures, are aware of their duties and provide new volunteers with induction.
Records – not limited to: correspondence in and out, meeting minutes, member details, coaching manuals, copies of policies and procedures, planning details, Constitution	To be filed in a confidential area (either on disk or hard copy) and accessed by the Management Committee.
Portfolios/management positions	Divide duties up, so as not to overload one person.
Back up	Where possible train other volunteers as back up.