



# Campus Lions Club Succession Planning Guide

As a Lions' club officer, your top priorities are to provide great experiences for your club members and essential service to your community. In order to continue the impact you and your club members have worked so hard to ensure, it's equally important to develop a plan to identify and train qualified leaders to carry on the future of the club when you and other members graduate or even transfer to other schools. Ideally, this allows for a seamless transition between leaders.

## Strategies for success

### START EARLY!

- Assign roles with clear expectations for your succession planning meeting.
- Establish a timeline. Be aware of external commitments, like upcoming exams, jobs and other activities that prevent effective engagement in planning and training of successors.
- At the beginning of each year, assess total membership to ensure that key leadership roles can be filled.
- Assess club member's skills and encourage leadership training. This can begin during each member's first year in your club.
- Encourage members to think about future leadership roles, and encourage them to visit the [Lions Leadership Development webpage](#) and access the online [Lions Learning Center](#). Then, when you're ready to plan for transition, you'll have a list of potential candidates for each role.
- Begin your pre-succession meeting before the spring semester. Succession planning for next year's club officers, chairpersons and other key positions starts earlier than you may think, and is not simply a matter of voting in or assigning members to fill next year's vacant positions.
- Start elections as early as possible—in accordance with your district/multiple district.
  - Refer to the Standard Club Constitution and By-Laws.
  - Finalizing newly elected positions as early as possible will allow for additional training time and transition of responsibilities.
  - While most club vice presidents transition to club president, this is not always the case. So, when you can, avoid electing senior year students as club vice presidents.

**Perform a SWOT analysis to identify opportunities and potential challenges.**

- Campus Lions Clubs members need to take the time to reflect on the club's/member's Strengths and Weaknesses, and to be fully aware of what Opportunities and Threats could potentially arise during the coming year.

**Have a complete list of current leadership roles.**

- Include brief descriptions of duties and qualifications.
- The Club President/First Vice-President E-Book is a great resource for these roles and for managing your club.

**Identify members who have the following Club Officer Attributes:**

- Committed to the service mission of the club.
- Possesses skills specific to their role.
- Ability to commit the time required for the position.
- Positive attitude and role model.
- Strong communication and networking skills.
- Supportive and encouraging.
- Open to other member's opinions.
- Ability to delegate and organize a consensus during meetings and event planning.
- Ability to plan short-term and long-term club goals.



**Assign members as committee co-chairpersons.**

- Express confidence in members' ability to lead. Newer members may not have the confidence to envision themselves in leadership roles until they are approached by a current leader or peer.
- Offering members the opportunity to learn about the responsibilities of chairpersons roles will improve member engagement, allow for early training and support of key roles during hectic times of year and big events.
- This is a great way to engage members while preparing them for potential future leadership roles.
- Co-chairs will have the advantage of a sufficient training period to "shadow" outgoing leaders and gain insight to the role's duties and resources.
- Co-chairs also help to support club functions during the training and transition periods of club leaders.
- Have co-chairpersons in place to assist with committee tasks and assist officers whenever possible.

### Maintain an alumni database.

- Stay active in building alumni events like annual service events and guest speakers.
- Keep an open line of communication between incoming and outgoing leaders — especially during the first few months after the new leadership term. This allows new leaders to access important information that might have been missed during the training period.
- Maintain a shared folder for club documents.
- Maintaining a physical or digital place for club records, documents and resources that are easily accessible to incoming club officers.
- Examples include:
  - Club alumni list, bank account information, sponsoring Lions contact information, Lions Clubs International links and staff contact information, community partners, calendar of school and annual service event dates, meeting and event planners, recruitment pipelines and documented strategies to maintain ongoing communication between club officers during the summer months and other times when school is not in session.



### Partner with professors and other school staff members.

- Don't hesitate to reach out for guidance at your school from those who have experience in supporting student clubs, membership recruitment and succession planning.
- Your ability to lead is not measured by how much you accomplish on your own.
- Having the skills to network to identify sources of support and opportunities for collaboration are important traits of strong leaders.



## Lions Clubs International

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