

EDUCATE ~ ENGAGE ~ EMPOWER

THE NEXT STEP ~ MAKE A GREAT SUCCESSION PLAN

The transition between administrations is a critical time. A smooth handover is imperative to keep our momentum intact and ensures the wisdom of the past carries forward.

This document focuses on the accountability of outgoing leadership and the preparedness of the incoming team.

Three key steps to ensure a seamless transition:

Schedule a transition meeting with all officers.

Create a list of "Pending Projects" to hand off ongoing or incomplete activities.

Offer a mentoring period where previous leaders work directly with their successors.



GFWC
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**GENERAL FEDERATION
OF WOMEN'S CLUBS**
MASSACHUSETTS

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PART 1 ~ A CHECKLIST FOR OUTGOING OFFICERS

Review activities and update historical records.

Introduce new administration to key contact people.

Pass along an updated record of passwords and logins for all accounts.

Prepare and pass along binders, electronic files, and records of importance for officers and board members.

Review job descriptions and expectations of each office.

Meet with financial institutions to transfer names and update signatory access.

Review the achievements and challenges of the administration.

PART 2 ~ A CHECKLIST FOR INCOMING OFFICERS

Ensure all members understand the expectations of their position and share timeline of requirements.

Develop a master Calendar to include all state activities.

Plan to make updates where needed with new officer info (website, newsletter, social media).

Discuss Meeting expectations and structure.

Review Standing Rules and Bylaws, prioritize changes to be addressed.

Prepare a full mailing list of Officers, Board and Club Leaders.

Ensure Officers and Board Members are knowledgeable of the GFWC and GFWC MA website to retrieve information.

Share GFWC information in a timely manner.

PART 3 ~ SETTING GOALS FOR THE NEW ADMINISTRATION

As a team discuss goals to achieve for the new term, ensuring they align with the mission and the strategic plan.

Prioritize the duties and identify who will achieve them, setting clear deadlines and measurable outcomes of each goal.

Create the "look" of administration for Newsletter, CALL's and Program's to ensure brand consistency.

Define a plan for engaging and recognizing members for the term.

This document can apply to State Board Members or individual clubs.