



Governance Tips

Helping you stay on track

Succession Planning

July 2011

Good governance includes succession planning for the members of the committee and it is important to start thinking about recruitment needs and strategies well before the AGM.

With some careful consideration and planning, committees should see this as an opportunity to recruit people with fresh ideas and a range of skills that complement those who may be staying on or seeking re-election.

Every committee needs a sufficient range of skills to fulfill all of its responsibilities. Therefore, it is important to spend some time considering your committee's needs.

If your organisation has some specific long-term goals or plans, consider the types of expertise that may assist those projects. For example, if you are planning a playground redevelopment, someone with gardening/landscaping experience would be useful on the committee.

Committees should also plan for diversity – age, backgrounds, expertise – when recruiting new members. Diversity can bring new perspectives and new ideas to an organisation. It may be helpful to hand over some of this responsibility to a subcommittee or a specific committee member.

It is a good idea to put together information packs that be handed out to prospective new committee members

These information packs should contain;

- committee roles and responsibilities
- nomination forms that have been prepared in accordance with the organisation's constitutional guidelines.
- information about the nomination process, with relevant dates, contact details and information about moving and seconding a nomination and where the nomination form should be sent
- benefits of joining the committee
- a short history of the organisation
- a description of the management structure
- details of the current children's program, any proposed changes for next year and long-term plans
- the organisation's philosophy and/or vision
- information about insurance cover provided for committee members
- a brief outline of their legal responsibilities, which may include licensing, management, employment
- a list of resources and support available to the committee
- contact details of any current committee members willing to discuss/answer any questions.

PROGRAM PARTNERS



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Early Childhood Development



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The most useful tools for recruiting new members are enthusiasm and the personal approach. Being a member of a committee can be a commitment of time and effort, however there are many valuable skills that people gain.

Some effective recruitment strategies include:

- actively canvass new committee members well before the closing date for nominations (this should not just be left to staff)
- be positive about your involvement and its value to the committee, the children and the community.
- recruit parents from the 3 year old group
- circulate a newsletter to all new parents prior to the AGM telling them how the service is run and encouraging their involvement
- ring people 'We need people with your skills!'
- provide a short committee presentation on orientation day on the benefits of being a committee member
- organise some social functions for people to meet the current committee
- invite potential members to attend a committee meeting – however, plan the agenda carefully to maintain confidentiality – to show them how the committee operates and understand the roles and responsibilities
- be prepared to answer any questions and provide information that may be requested (have recruitment packs readily available)
- ensure that there is a clear nomination procedure in place.

KPV's Early Childhood Management Manual has a comprehensive range of templates, advice and checklists to help your organisation with succession planning. Go to www.kpv.org.au to order a copy.

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