

## Team Succession Planning

Every year team membership numbers fluctuate due to member graduation and various recruitment efforts. To ensure a quick and efficient start to the academic year, teams should create a team succession plan. The purpose of the plan is to ensure that the students who will be returning next year understand the team's goals, objectives and methods well enough to continue the team's momentum.

Some key ideas of the plan include:

- **AGM:** All societies are required to host an AGM to elect new committee members. Determining next year's leaders in March/April is important so that they may be properly trained by the current leaders.
- **Shadowing Programme:** Creating a shadowing program for members who would like to be in a leadership role.
- **Recruitment:** Recruiting younger members (1st and 2nd students). This strategy can add stability to team membership.
- **Transition Notebook:** Creating a yearly transition notebook to ensure sustainability. This is extremely important as if someone who knew nothing about your team picked up this document, they should be able to immediately understand what your team is about. Below are some of the items the notebook should contain:
  - Team organisational chart
  - Calendar of events
  - Summaries of ongoing projects
  - Copy of most recent annual report and competition presentation
  - Contact information for all team members, faculty and business advisors, institutional contacts, funding contacts, projects partners etc.
  - Financial accounts.
  - This notebook should be updated at the end of each academic year after National Competition. Teams may also use an online file sharing platform such as google docs to share the above information.