



Committee Resource Guide

Succession Planning

Succession Planning for S355 Management Committees

One of the biggest challenges for S355 committees is succession planning. Successful succession planning for a committee is ensuring that on an annual basis, one or two new committee members come on board, while a similar number of committee members step down.

Strategically planning for new committee members



Ensuring you have a sustainable, vibrant relevant, and effective committee requires hard work and planning.

Most importantly you need to ask the right people to come on board at the right time.

Leaving it to the last minute can mean your committee lacks the necessary skills, motivation and knowledge to run effectively.

The Process

The committee will need to:

- Ensure that information is passed on to new members.
- Have a systematic method of recruitment for new people.
- Manage the induction of those people.

Tips for succession planning

- Identify what skills the committee is going to require over a set period of time.
- Aim to fill any skill gaps by inviting specific community members and workers to join your committee
- Invite new members over a period of time. To suddenly load your committee with new members can be as harmful as not having enough..
- Write letters or emails to specific people in the community you would like to invite onto your committee.

Important questions every committee needs to ask:

- Are we able to withstand the sudden departure of certain key people?
- Are we open to new members particularly those willing to challenge existing ideas?



**For more information, contact Council's
Community Planning Officer: 6655 7300**