



SUCCESSION PLANNING

Succession planning is an ongoing process of systematically identifying, assessing and developing talent to ensure the leadership continuity for all key positions in an organization.

For every Unit position there should be parent participation and future leadership representation.

- ✓ Newest members can observe and help.
- ✓ Experienced parents/leaders act as Co-Chairs and Co-Leaders.
- ✓ Seasoned leadership will help continue to grow and strengthen the Unit by serving as top Leaders and Chairs.

“It’s far better to find ten people that can do the work than it is to find one that can do the work of ten.” Remember, everyone has something to contribute and may be waiting for you to ask for help. Look carefully at the future of your Unit. Is the best leadership in place now and in the future to make dreams and plans come true?

Create a culture of volunteering in your unit! When you sign up new Scouts make sure the parents understand that by signing their son up they will be expected to take a role in the troop of some kind, even if that is helping with badges and outings.

How will succession planning help your unit?

- If your unit has a process of identifying and selecting leaders before there is an immediate need the unit will run smoothly and all the Scouts will benefit from a better program
- You can find the right leaders because you have time to look
- You can train your leaders so they have an idea of what to do before they start

Use the spreadsheet to plan for the future success of your unit. Where needed, use the step-by-step instructions on recruiting volunteers. If a Cubmaster or Scoutmaster is needed, use the BSA publications on recruiting these leaders.

And after you sign them up, be sure to get them trained and remember the six major tasks of volunteer success!

RECRUITING VOLUNTEERS – STEP-BY-STEP

1. Determine what volunteer positions are needed.

- Assess the effectiveness of existing volunteers.
- Define the responsibilities of the position and write a brief job description.
- List the qualities most likely to get the job done (may differ from job to job).

2. Determine the best prospects for job.

- Characteristics of the open position to consider. For example, for Unit Training Chair:
 - A Good listener, people person, some knowledge of Scouting, good communicator, determination to help leaders/parents succeed and have fun.
 - Team player, believes in ideals of Scouting, motivator, resourceful, has organizational skills, enthusiastic.
- Consider many prospects for each job, and prioritize based on who has the qualities that best fit the job.

3. Research the prospects at the top of your list.

- Learn what the prospect's interests, abilities and motivations are.
- Tailor your approach to the prospect's interests. Anticipate questions.
- Determine who is best to approach the prospect.
- Develop specific information on what you want the prospect to do. Outline the job description. Be careful to not information overload, and scare the prospect away.

4. Make an appointment.

- Do not recruit over the phone, and do not let the prospect say no over the phone.
- Determine the best time and location. Avoid the workplace or office. Go to the prospect's home and discuss with the spouse at the same time.
- Make sure that someone the prospect respects or who has influence with the prospect goes along. Never recruit alone.

5. Make the sale.

- Make introductions. Explain to the prospect what each person does in Scouting.
- "Sell the sizzle." Deliver an exciting, enthusiastic, and brief pitch on the Scouting program and youth. Don't dwell on details. Talk about the purposes of Scouting that will most interest the prospect.
- Describe the job you want the prospect to do, its importance to youth and the community.
- Ask for questions. Make sure the prospect understands what is expected. Be prepared to overcome objections. Listen for comments from the prospect that may help sell the job.
- Know when to close the sale. Don't oversell the job. Make the job seem important, fun and worthwhile. Don't undersell the job. Make sure the prospect knows exactly what is expected and is willing to do it.

6. Ask for a commitment.

- You need the person - say so. Be patient and wait for an answer.

7. Have a fallback position in mind.

- Don't let the prospect off the hook. Get his/her help in recruiting others. Keep the door open for a later decision or position.

8. Follow up.

- Give the new recruit materials or training DVD or link to online training appropriate for the position.
- Formally acknowledge the commitment with a letter and additional materials for getting started in the new position.
- Invite and take the person to the next meeting.
- Within a week or two, follow up with specific orientation and an assignment. And get new volunteers signed up for position specific training offered by your District or Council.



SIX MAJOR TASKS FOR VOLUNTEER SUCCESS

Volunteers are the heart of successful unit operation.

1. DEFINE RESPONSIBILITIES

Volunteer leaders must know what is expected of them to be successful. Carefully define, in writing, the responsibilities for each position.

2. SELECT AND RECRUIT

Fit the right person to the job. Consider each prospect's skills, interest and other relevant factors. Consider the variety of motivating factors for people to get involved in Scouting.

3. ORIENT AND TRAIN

Provide each person with prompt orientation on their assignment and adequate training to be successful.

4. COACH VOLUNTEERS

Provide ongoing coaching as needed. Build their confidence and self-esteem. Help them make the best of their volunteer time. Coaching should be provided by the committee chairman in the case of committee members or Scoutmaster in the case of Assistant Scoutmasters. Other leaders with expertise or experience can be called on to mentor or help in the coaching process.

5. RECOGNIZE ACHIEVEMENT

Prompt volunteer recognition has an important impact on the tenure and quality of service of the volunteers. Recognition must be sincere, timely, and earned. Use the large variety of formal BSA recognition items, but also be creative with frequent fun thank you's. The personal "pat on the back" for a job well done may be even more effective. Recognize Volunteers face-to-face, from a person of status and preferably in the presence of their peers.

6. EVALUATE PERFORMANCE

Help Volunteers to regular evaluate how they're doing. Give them constructive feedback and review the job description to see how they are performing against the needs of the troop.

WHAT MAKES A TRAINED LEADER?



Prepared. For Life.™



Adult leaders in units are considered trained, and eligible to wear the official *Trained* emblem, once they have completed Youth Protection Training and the training courses outlined below, or have completed Youth Protection Training and a previous basic training course when it was current.

Youth Protection Training* is a joining requirement for all registered adults and must be retaken every two years!

CUB SCOUTING

Leader-Specific (by position)

BOY SCOUTING

Leader-Specific (by position)**
Introduction to Outdoor Leader Skills***

VARSITY SCOUTING

Varsity Scout Leader-Specific (all Team adults)
Introduction to Outdoor Leader Skills***

VENTURING & SEA SCOUTS

All adults in Crews: Venturing Leader Specific
All adults in Ships: Sea Scout Adult Leader Basic

Current Leader Training Courses

<http://www.scouting.org/Training/adult.aspx>

- * E-Learning page at www.myscouting.org
- ** *Troop Committee Challenge** is the position specifics for troop committee members
- *** Not required for committee positions
- + Chartered Organization Representatives take *This Is Scouting**, and Chartered Organization Representative Training