

Chapter Leader Transition

Why is a transition plan needed?

With changing work environments, relocations, and family commitments, an organizational structure that allows leadership transition is ideal. One of the biggest drivers of chapter success is stable leadership. It is critical for chapters to develop a succession plan that is in place before transition is necessary. It is important to have continuity so we do not lose momentum in a chapter area and ensure chapter engagement is consistent.

How to choose the right leader?

It is essential to find the right successor to lead the chapter. The new leader should be someone who is active in the chapter and participates in events. Think of someone who has volunteered to help in the past. Also consider the time commitment a prospective leader has to offer. Characteristics of a good leader are a person who is energetic, creative, and can easily build relationships. As the current chapter leader, you know what it takes to lead and engage alumni, and your input to finding your replacement is important.

Keys to a successful transition:

- If you know you will need to let go of the chapter leader responsibilities, notify the Alumni Relations Office. We will help you through it!
- Choose a successor to train and mentor for six months to a year leading up to your departure.
- It is recommended to create a chapter leader notebook that contains all documents, notes, and any helpful information to be shared with the incoming leader.
- Chapters should consider selecting a President-Elect as an officer to ensure an easy transition and avoid the position being vacant.
- At a minimum, the outgoing and incoming chapter leader should have a meeting to discuss chapter business, upcoming events, and any long term plans.
- When a new leader is in place, the outgoing leader can construct an email to alert the chapter of his/her departure and introduce the new chapter leader.

Remember to let the Alumni Relations Office know of a change in leadership. If you are unable to identify a potential new leader, the Alumni Relations Office will offer suggestions or send an interest email to alumni in the chapter area.

Alumni