EO Succession Plan for Bowls ACT

Purpose

The purpose of this EO Succession Plan is to ensure a smooth leadership transition in the event of a planned or unplanned departure of the EO. The plan details steps to maintain Bowls ACT's mission, operations, and partnerships with minimal disruption.

Scope

This plan applies to the EO role and outlines procedures for both temporary and permanent succession in collaboration with Bowls Australia.

Objectives

1. **Ensure Continuity of Leadership:** Maintain stability in Bowls ACT's operations and reassure stakeholders.
2. **Support Operational Stability:** Protect the interests of Bowls ACT, its members, and its mission.
3. **Leverage Partnerships:** Collaborate with Bowls Australia for strategic guidance in leadership transitions.
4. **Communicate Clearly:** Provide transparent communication to the board, members, and other stakeholders.

A. Temporary Succession for Planned or Unplanned Absence

1. Temporary Acting EO

For a short-term absence (e.g., medical leave or vacation) or unexpected vacancy, the Bowls ACT Board of Directors will appoint an Acting EO from among its members or assign specific responsibilities to senior volunteers or committee heads.

- **Selection Criteria:** The Acting EO should have a strong understanding of Bowls ACT's operations, key contacts, and current projects.
- **Responsibilities:** The Acting EO will handle operations, oversee projects, coordinate volunteers, and report to the Board regularly.

2. Key Operational Duties

The following functions must be immediately addressed during the EO's absence:

- **Financial Management:** The finance director, with Board oversight, will oversee financial transactions and maintain account access.

- **Volunteer Coordination:** A lead volunteer or committee chair will manage volunteer communications and task delegation.

- **Communication:** Designate a board member as the primary contact for all external and internal communications.

3. Training and Support

For any planned absence, the EO should prepare a transition document that includes:

- An overview of ongoing projects and deadlines
- Key contacts and partner relationships
- Administrative systems, logins, and critical information

B. Permanent Succession for Planned Departure

1. EO Departure Notice

For planned departures, Bowls ACT requests a minimum of one months' notice from the EO, allowing time for transition.

2. Partnership with Bowls Australia

Bowls ACT will partner with Bowls Australia for the position review and recruitment process, ensuring that the job description aligns with current strategic needs and industry best practices.

- **Position Review:** The board, with Bowls Australia's input, will assess the EO's responsibilities and update the job description.
- **Recruitment Process:** The board, with Bowls Australia's assistance, will determine whether to seek internal candidates or conduct an external search. The position will be advertised through Bowls ACT's and Bowls Australia's networks.
- **Interview & Selection:** Select BA and Bowls ACT representatives will conduct interviews and recommend a candidate.
- **Onboarding:** The outgoing EO will ideally support the incoming EO during a handover period.

3. Training and Support

For any planned absence, the EO should prepare a transition document that includes:

- An overview of ongoing projects and deadlines
- Key contacts and partner relationships
- Administrative systems, logins, and critical information

4. Emergency Succession

In the event of an unexpected departure, the Succession Committee will appoint an Acting EO within 24 hours. Bowls ACT and Bowls Australia will expedite the steps in the permanent succession process to identify and recruit a new EO.

C. Developing Internal Leadership

1. Cross-Training Volunteers

The EO should routinely cross-train key volunteers on core administrative and operational tasks to minimize disruptions. This includes:

- Financial processes
- Volunteer coordination and member communications
- Managing key contacts and partner relationships

2. Leadership Development

Bowls ACT will offer training sessions to help volunteers develop management and communication skills relevant to the EO role, preparing them for potential leadership responsibilities.

D. Communication Plan

1. Internal Communication

The Board Chair will communicate transition plans to all board members, key volunteers, and staff, detailing the situation, timeline, and interim responsibilities.

2. External Communication

The Board Chair, or designated spokesperson, will notify external partners, funders, and stakeholders, addressing any potential concerns, providing reassurance, and introducing the Acting or new EO when appropriate.

E. Review and Updates

The Bowls ACT Board will review this EO Succession Plan regularly in collaboration with Bowls Australia to ensure it reflects current organizational needs and industry standards.

Sign-Off

This plan is approved by the Bowls ACT Board of Directors on [Date] and remains in effect until revised or replaced.