



## THE IMPORTANCE OF LEADERSHIP TRANSITION

Leadership transition is one of the most important aspects of an executive team's work. Both outgoing and incoming executives must work together to ensure a comprehensive transition of knowledge from one team to the next. Scheduling regular meetings and transition workshops are a key component to getting the new executive team off on the right foot.

The end result of a properly facilitated leadership transition process is an incoming team that is confident and knowledgeable about their role going into the fall semester. With these traits, the incoming executive will be able to more efficiently manage day-to-day activities, recruit new members, advocate for children around the world and fundraise for UNICEF's programs.

If you have any questions regarding leadership transition and how UNICEF Canada can support your team in this process, feel free to contact your UNICEF Canada representative.

### Campus Club Leadership Transition Checklist:

#### OUTGOING EXECUTIVE TEAM

- Set a departure date for the outgoing executive
- Define the outgoing executive's role in the transition activities
- Conduct departure meetings with incoming executive
- Define the post-departure role of the outgoing executive
- Handover all necessary accounts, documents, and passwords to incoming executive

#### BOTH OUTGOING AND INCOMING EXECUTIVE TEAMS

- Perform campus club audit to identify:
  - SWOT (Strengths, Weaknesses, Opportunities & Threats)
  - Priority challenges & mitigations
  - Campus club membership culture
  - Campus club life cycle (what campaigns happen when, what is the remittance schedule, etc.)
  - Goals for upcoming year
- Create incoming executive team development plan (what kind of professional development do you want the incoming executive team to take part in over the year?)
- Introduce the incoming executive to all important relationships (University officials, corporate contacts, etc.)
- Acknowledge the legacy & achievements of the outgoing executive
- Identify the skills appreciated in the departing executive; acknowledging the losses

## INCOMING EXECUTIVE TEAM

- Conduct orientation & welcoming meetings
- Establish communication with UNICEF Canada liaison to discuss year goals, and to receive support & feedback
- Determine initial performance goals
- Plan for incoming executive skill development
  - Set professional development goals
  - Connect with professional support mechanisms – campus resources, professors, business contacts
  - Establish a peer group with executives from other clubs
  - Seek out and meet with coach/mentor
- Celebrate the successful transition; acknowledge accomplishments of all parties
- Develop the strategies for implementing changes necessary for achieving the updated goals
- Address challenges identified in campus club audit
- Understand campus club culture and be strategic in making any needed changes
- Connect and communicate constantly with stakeholders
- Engage the previous executive team as appropriate
- Seek input & feedback on changes as they are planned & implemented