

NOC Leadership Succession Guide

One of the most important aspects of being a leader for the NAMI On Campus Club is being able to pass on leadership before you are no longer able to fulfill that role. Succession can look many different ways, such as volunteering, election, and nominating. In this guide, we will review the different options and some tips on how to prepare for transitioning power.

Succession Selection Processes

Sign Ups

When you have a smaller or newer club, you may consider asking your current members who plan to join the club again in the following year if they would be interested in fulfilling a leadership role through a sign-up form. This method is solely based on the willingness of your members to step up to the role. Depending on how many individuals volunteer, you can proceed to announce your new leaders or hold elections to determine who the remaining members think should take each available role.

Elections

An election isn't mandatory, but in the case that multiple people would like to fulfill the same position, you can hold elections to determine who your club members believe would be the best fit for the role. If your club is in this scenario, it is important to set your timeline so that you have enough time to train your newly elected club leaders. Elections can be facilitated as an anonymous vote or on the spot show of hands.

Nominating

Throughout the year, there may have been some individuals that really took the initiative and showed potential for being a good fit for particular positions. In this situation, it may be quicker and more beneficial to nominate someone to take a role, rather than going through the sign up and/or election process. If the individual agrees to take the position, then they will be able to start taking on a bigger role in the club and learn how to perform their duties for the upcoming school year. To avoid favoritism, check in with the club members to see if they have anyone they would like to nominate for the open leadership position. If there are multiple candidates for a single position, your club can proceed to the election process.

Tips

When to select new leaders

The best way to be prepared for the next school year is to have your leaders selected **at least** 1 month before your last school day. If you plan on having elections, take into consideration that you will need to plan ahead to ensure that your newly elected leaders have enough time to be trained by the current year's leaders in their roles and responsibilities. It's best to assume the process may take about 2 months to complete depending on exams, school holidays, events, etc.

Potential Timeline:

March 15th: Open volunteering and nominations-- Members can either volunteer or be nominated by a club member or club leader to be considered.

March 31st: Close volunteering and nominations—Leadership decides if there will be elections depending on the number of people interested in each position.

April 5th: Candidates can begin campaigning for why they think they would be best for their desired role.

April 15th: Club members and current club leaders vote for who they think should fill each available position.

April 16th: Current club leaders announce leadership for the following school year.

How to select a leader

Each role will require something different, however one common factor is that each leader must have the time and capacity to fulfill their role for the entire school year. Each leader should be dependable and excited to put in the work to support the club and keeping it going. A president should be responsible, understand the importance of mental health, your club's goals, and excellent speaking and communication skills. A secretary should be organized, good at taking notes, and have excellent communication skills. A treasurer should be organized, skilled with numbers, and be comfortable handling finances.

If your club decides to have more leaders, think about the role you're trying to fill and the qualities of the people you are considering. Then ask yourself:

- Does this person have qualities that would grow in this position?
- Will this person properly complete their responsibilities?
- Will this person enjoy this role?