



LEADERSHIP SUCCESSION GUIDE

SCHOOL/STUDENT CLUBS

Clubs should re-register each year at JustServe.org/clubregistration to remain active, receive updated resources, and stay connected to the national JustServe network.

1. START EARLY

- Begin identifying future leaders well before transitions, giving them time to learn and prepare, and helping create a smooth, confident handoff.
- Encourage current leaders to involve others in meetings, projects, and planning so they can gain experience over time.

2. IDENTIFY POTENTIAL LEADERS

- Look for members who are reliable, engaged, and willing to serve. Consider how individuals collaborate, take initiative, and support others.
- Help future leaders understand their roles and responsibilities (see Officer Duties page) and give them opportunities to practice leadership in real situations

3. HANDING OFF CLUB RESOURCES

- Ensure important information is passed on to new leaders, including:
 1. Member contact lists
 2. Communication tools (email, messaging, shared drives)
 3. Social media accounts
 4. Service project plans and history
 5. Key community or organization contacts
 6. Keeping this information organized allows the club to continue without interruption.

4. TRAIN SUCCESSORS & FOSTER COLLABORATION

- Provide opportunities for incoming leaders to learn by doing. This may include shadowing current leaders, helping run meetings, or leading parts of service projects.
- Encourage teamwork and collaboration among officers so responsibilities are shared and leadership is strengthened.

5. CREATE A SMOOTH TRANSITION

- Allow time for outgoing and incoming leaders to work together. Gradually shift responsibilities so new leaders feel prepared and supported.
- Make sure ongoing projects, plans, and relationships are clearly communicated during this transition.

6. KEEP THE CLUB STRONG

- Maintain organization by keeping records of meetings, service activities, and impact. Clear systems help future leaders continue building on what has already been established.
- Recognize and appreciate outgoing leaders while welcoming new leadership with encouragement and support.

7. BACKUP PLAN

- Be prepared for unexpected changes by identifying additional members who can step into leadership roles if needed. This helps ensure continuity and stability.

OFFICER TRANSITION CHECKLIST

✓ Confirm New Officers

Identify and confirm incoming student leaders.

✓ Complete Annual Registration

Re-register at JustServe.org/clubregistration to keep your club active.

✓ Review Roles and Responsibilities

Go over each position (see Officer Duties page) so everyone understands their role.

✓ Share Service History and Plans

Review past projects, ongoing efforts, and ideas for future service.

✓ Transfer Key Information

Share access to:

- Contact lists
- Email and communication tools
- Social media accounts
- Shared documents and files

✓ Introduce New Leaders to Advisor

Ensure the faculty advisor and new officers are connected and aligned.

✓ Communicate with Members

Introduce new leadership and share upcoming plans with the club.

