

## **Lesson 2: Preparing Potential Club Execs**

Getting future club execs ready does not have to be an added burden, in fact, it could even mean less work for you. Preparing future execs is all about building junior members into the flow of your regular work so that they are already familiar with everything they'll need to do.

### **Work:**

- Build in “shadows” whenever you can, for example:
  - When someone goes to put up posters have the potential successor come with them
  - When someone goes to talk to a venue bring someone along to take minutes
- Executives should always ask themselves “do I need to be the one to do this or could we give this out?”
  - This is a great way to engage members and make sure your key people don't burn out.

### **Communications:**

- Don't use personal emails. Instead create one email for the whole club, or separate email accounts for each position.
  - **One email account:** PRO Everything is in one place, stays relevant even when you change executive titles; CON with multiple people using one account you have to come up with rules to make sure everybody sees what's relevant to them
  - **Role email accounts:** PRO: Each person can create a folder structure relevant to their position CON: Changes with role title, you have to make sure transitioning password info becomes more important
- CC at least one other person when reasonable
  - Be careful with this. Too much CCing can get annoying quickly

### **Information:**

- **Documents:**
  - Store everything on the Cloud. It is best when it's tied to the e-mail account.
  - Make sure people do their work on the Cloud
    - NOTE: This may be harder for visual editing work
- **Information not Written down:**
  - After every event, have a debrief meeting where somebody takes minutes.
  - Have executives create a transition document due at least a month before they leave so there's time for questions (and so that they do it)

If you can implement just a few of these practices next year exec will not only be prepared but feel prepared.