Succession Plan
Why a Succession Plan – the current problem

• Special Olympics is a volunteer driven organization and relies on the volunteers for a variety of roles and responsibilities such as Agency Manager, coaches, and Games Management Team (GMT) for competition at regional, district and state level competition. Without volunteers Special Olympics Wisconsin (SOWI) would not be able to provide the services needed to be as successful.

• The issue at hand is finding a way to grow local programs and GMT’s to prevent any agency closure or scramble to find replacements. We need to grow the pool of volunteers for coaches, GMT, general volunteers, etc. at all levels.

• We recognize the learning curve to be successful is critical that there is a need for a meaningful mentoring and training that will provide them with all of the opportunities to learn the role. A key component to this success is working with the current individual in the role and be given the opportunity to watch and learn.

• Change can come according to schedule or unexpectedly and as such, we want to be prepared. Through a Team discussion with 10 others S.O. programs, AMC members, and SOWI Staff it was determined that a “Succession Program” was the appropriate direction needed and a plan was to be created and put into place. This “Succession Program” was a result of input and research by many S.O. programs and a dedicated group of SOWI staff and Agency Managers.
Goals & Objectives

• Grow the pipeline of volunteers for AMs, GMT, and volunteers for both agency and general. List needs on various sites to allow maximum visibility. Need to create local, regional and statewide job descriptions and needs. The current descriptions are too detailed. They need to be more realistic, updated in the Agency Manager Handbook and SOWI website, and shared with all SOWI regional staff.

• Review volunteer websites for the following:

• Target audience needs:
  • Agency Managers
  • Games Management Team (Regional)
  • Day of Volunteers
  • Long-term volunteers

• When utilizing the website, the goal is no cost to load and share.
Visability
SOWI website location

Visibility

- SOWI Career Page
- SOWI Agency Management Page
- SOWI Volunteer Page
- Career pages/Volunteer Pages (global)
Agency Management

Who are Agency Managers?

Agency managers are a prime piece of how Special Olympics Wisconsin functions. Agency managers head up the more than 160 Agencies of athletes around the state of Wisconsin. Each Agency manager has several responsibilities which include planning, organizing, directing and coordinating programs and services for the athletes, families or volunteers within their respective Agency.
Additional websites where job descriptions can be posted:
VolunteerMatch.org

VolunteerMatch By The Numbers

- 103,211 Active Opportunities
- 114,688 Participating Organizations
- 12,410,072 Referrals Since 1998

See our Live Map for recent activity.
How to Join:

[VolunteerMatch.org interface with search results for Special Olympics volunteer opportunities near Edgerton, WI]
Premium Tools & Services

Reach more volunteers across the web.

Running a great volunteer program means more than getting volunteers in the door. What additional recruiting tools are you looking for?

Showcase Volunteer Projects on Your Website

Use our free widget, custom widget, or an API to bring All for Good to YOU.

Pledge and Story Campaigns

Highly customizable forms for collecting pledges, stories and other data for special events and causes.
Points of Light

HandsOn Network - United States

Making a Difference In Communities
Through our network of 250 volunteer action centers, we inspire, equip and mobilize people to take action that changes the world. We put people at the center of change and connect them to their power to make a difference.
Expectations

SOWI wants you to know that we will be here to help you with your succession planning in any way we can. We need your help because you know your agency and possibly candidates better than anyone, but we will not leave you stranded with no help or guidance when you need it!

- **Agency Managers**
  - Advise via email to SOWI Dir of Field Services and Regional Athletic Director a minimum of 6 months prior to retirement.
  - Agency Managers work with current parents and agency volunteers for interest or notified school program.

- **Agency and Regional Games Management Team**
  - Utilize the websites to help fill and expand the current team. Specifics of your needs can be listed and detailed within the website.
Timeline

Working backwards from the last expected date, establish a timeline of succession. The exiting person if at all possible is to (work to) find their own replacement, even if it is just giving potential names to SOWI Regional Staff and SOWI follows up with the leads. The goal is to have the new volunteer(s) in place at least 1 month prior to exiting your role.

One suggestion is to look to break up the responsibilities so one person is not doing all the work. Develop a co-manager model. One is focused on paperwork and registration and one does logistics and competitions.

Enclosed is a checklist of items and information that needs to be passed on to the incoming Agency Manager(s):

- Contact information for any follow-up questions
- Names and contact information for coaches and key volunteers
- List of active Athletes and their family contact information
- Any passwords and phone numbers associated to the Special Olympics Agency
- SOWI staff that have current interaction with
- List of sports that athletes participate in during the year
- List of community that support your agency, either financially or in-kind
- List of facilities and contact people that you utilize
Thank you.