	THE DUET CLUB
	Succession Planning Policy and Directive
	Policy Category: Human Resources
	Effective Date: November 6, 2024
	Triannual Review: September, January, April

Policy Statement

The Duet Club is committed to ensuring its continued success and sustainability by establishing a comprehensive succession planning policy and directive.

Purpose

The purpose of this policy and directive is to provide a systematic process for defining key positions and identifying potential volunteers who may be suitable successors for key positions within The Duet Club Executive. The policy and directive is a risk management planning tool to ensure the sustainability of The Duet Club by providing a proactive, orderly plan for Executive leadership transitions. The plan will assist the current Executive and prepare potential volunteers so they are ready to move into key positions when there is an opening.

Scope

This policy and directive applies to the key Executive positions within The Duet Club. Succession planning will be performed for key positions only. The following roles have been identified as requiring succession planning:

THE EXECUTIVE

Executive Officers shall be:

TITLE	TERM	PURPOSE
President	2 years	To provide leadership to The Duet Club of Hamilton, its membership, and the executive committee.
Vice President	2 years	To assist and support the President, and to assume the role of President when the President is absent or unable.
Recording Secretary	2 years	To act as record-keeper of executive committee meetings and annual general meetings, and to maintain electronic records of correspondence and motions.
Treasurer	2 years	To manage and maintain financial records and accounts, and to manage the budget process.

N.B.: 1. The Recording Secretary and Treasurer shall not retire in the same year as the President.
N.B.: 2. Members of the Executive shall hold office for a two-year term and may be re-elected for subsequent terms.

THE EXECUTIVE

The executive may also include:

TITLE	TERM	PURPOSE
Archives Chair	2 years	To maintain and manage Club archival materials.
Chorus Liaison	2 years	To act as the primary contact and intermediary for chorus members with the Executive and Artistic Director in regards to chorus-related issues, concerns, and questions.
Corresponding Secretary	2 years	To coordinate and send Club communications.
Fundraising Chair	2 years	To initiate and plan activities and events that raise funds in support of The Duet Club of Hamilton.
Membership Chair	2 years	To foster and support membership in The Duet Club of Hamilton.
Music Librarian	2 years	To be responsible for music used by the Women of Song.
Publicity Chair	2 years	To enhance public awareness of the Club and its chorus and concert series.
Scholarship Chair	2 years	To encourage and support young local musicians and provide a platform for them to perform.
Social Committee Chair	2 years	To plan and implement social opportunities for the members of The Duet Club and Women of Song.
Social Media and Web Chair	2 years	To actively maintain The Duet Club of Hamilton's social media platforms and website.

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Objectives:

To:

- Attract and maintain a stable and diverse volunteer Executive.
- Identify and address gaps within The Duet Club Executive by developing e volunteers' knowledge, skills, and abilities.
- Utilise mentoring/coaching as part of the training and leadership process.
- Maintain succession planning as a regular part of Executive meetings.
- Match the future needs of The Duet Club Executive with the aspirations of the volunteers within the club's membership.

Policy and Directive

1. On a triannual basis, The Duet Club Executive will review human resources succession planning needs, and determine the appropriate steps to ensure that potential volunteers are appropriately identified and developed for key positions within the Executive.
2. The term of office for the roles within The Duet Club Executive is two years.
3. To ensure a proper transition period, the successor for any position within the Executive will be identified before the end of the first year of each term.
4. All members of The Duet Club will be regularly updated on what positions need to be filled within the Executive.
5. A triannual survey of The Duet Club membership will be conducted to identify potential volunteers to fill upcoming Executive positions.
6. A Succession Planning Committee shall be formed. Membership of the Succession Planning Committee shall include the President, the Vice President, and two other members of the Executive.
7. The mandate of the Succession Planning Committee is to oversee the implementation of this policy and directive, to recommend any updates and changes to the policy and directive to the Executive, and to prepare the proposed list of successors for the upcoming year.
8. At the Annual General Meeting, the proposed list of successors will be presented by the Nominating Committee to the members of The Duet Club and elected by the members. (See Bylaws Section 3: Nominating Committee for details.)
9. Following their election, successors will engage in a transitional period during which they will shadow the associated outgoing member of the Executive. The outgoing Executive will provide mentoring and coaching opportunities as required.

10. The length of the transitional periods shall be as follows:

TITLE	TERM	LENGTH OF TRANSITIONAL PERIOD
President	2 years	1 year
Vice President	2 years	1 year
Recording Secretary	2 years	At least 2 months
Treasurer	2 years	At least 2 months
Archives Chair	2 years	At least 2 months
Chorus Liaison	2 years	At least 2 months
Corresponding Secretary	2 years	At least 2 months
Fundraising Chair	2 years	At least 2 months
Membership Chair	2 years	At least 2 months
Music Librarian	2 years	At least 2 months
Publicity Chair	2 years	At least 2 months
Scholarship Chair	2 years	At least 2 months
Social Committee Chair	2 years	At least 2 months
Social Media Chair	2 years	At least 2 months
Up to three (3) members at large	2 years	Not applicable

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N.B.: 2. Members of the Executive shall hold office for a two-year term and may be re-elected for subsequent terms.

Review and Update

This policy and directive shall be reviewed triannually by the Succession Planning Committee to ensure that it remains relevant and effective. Proposed changes to this policy and directive will be presented by the Succession Planning Committee and voted on at an Executive meeting of the Club.