



# Transfer of Power

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## Objectives:

- To identify the benefits of an orderly transfer of power from outgoing to incoming district officers
- To create a checklist of items to ensure an effective transition
- To be able to assist other officers in achieving an effective transition

## Organization:

This document is organized into several sub-topics. For each sub-topic there is:

- An overview explaining the sub-topic in some detail
- One or more suggestions or tips for introducing the sub-topic within the district/club
- (If applicable) A resource or resources to existing documentation that supports the material presented

## Overview:

A most necessary form of communication in our role as Lions occurs when we are assuming or leaving a position of responsibility. This "transfer of power" can be a smooth one, where activities, problems, and plans are fully communicated, or it can be a stressful one, where information is lacking, questions are unanswered, and confusion impedes the progress of our clubs.

Like a relay team in track, passing the baton from one runner to the next, the baton of Lions leadership moves from one leader to the next. In track, a relay race may have the four fastest runners all on one team, but if one runner from that team drops the baton at the hand-off, the whole team loses.

So it is with Lions leadership. An ineffective transition of authority can have a negative impact on the operation of the whole club.

As a Lions leader, you have assumed a high level of responsibility. As you serve your ten-n in office, you have the opportunity to put in place the system by which you will pass the baton of authority to your successor. You can provide him or her with the knowledge and tools needed to lead, or you can frustrate his or her efforts through a lack of communication.

**Sub-topics:**

1. Benefits of an orderly transfer of power
2. Tasks to ensure an orderly transfer of power from outgoing to incoming club officers

**Common Questions Related to the Topic:**

- Why do we need to ensure that there is an organized transition when leadership positions change?
- Who benefits from an organized transition?
- What does a club officer need to do to make sure that his or her successor has all of the information they will need to lead?

## Benefits of an Orderly Transfer

Whenever change occurs in life there is the potential for confusion and problems. When we have children, we must learn new routines and new priorities. When we move to a new city or country we are not as familiar with the customs or even where to shop or eat. When we change jobs or careers we must learn the goals of our new employers and how to get our work accomplished. In all of these cases, the more background information we have and the more preparation we perform, the easier the transition.

In a similar way, when Lions club officer roles change, the result can be a short period of orderly transition or a longer time of problems and poor performance. When the latter occurs, many people suffer:

- The new leader has a harder and more time-consuming task
- Confidence in his or her abilities may be questioned
- Other Lions may suffer because we all depend on others to accomplish our goals
- Community projects may suffer through poor planning and communication

Remember that the work you do is not for yourself. It is for the club, the district, the association, and ultimately for the world community that you serve.

As a club officer, you are in a position to help not only the person who follows you be prepared for the challenges he or she will face, but also the other club officers who may be facing similar "transfers of power."

### ***Tips to help your club:***

1. Encourage other officers to consider the impact of not providing their successors with the tools they will need to carry on the work of the club and the community it serves.

# Tasks to Ensure an Orderly Transfer

Once you have made the commitment to work toward providing an orderly transition to your successor as well as assisting other officers, you will need to develop a list of items that you will address as your time in office progresses.

## *Tips to help your club:*

1. To help ensure an orderly transfer of power to your successor, you will want to begin with the end in mind. One way of doing this is to create a list of tasks that you can perform throughout your term of office. You may choose to make copies of the form, "***Begin With the End in Mind***" at the back of this document. This form can serve as a model for the types of tasks you will complete. Examine each of the four categories and list the items under each category that you feel are important, and that you will provide. Some suggestions are:
  - **Keep these records**
    - Monthly Membership Reports
    - Accounts
    - Club Officer Reporting Form
    - Travel and Office Expenses
  - **Create a spreadsheet on**
    - Reports
    - Membership
    - Accounts
    - Activities
  - **Create an End-of-Year Checklist including**
    - Club books and records
    - Lists of all members
    - Pertinent club records and files
  - **Schedule "State of Club" meeting to discuss**
    - Pending business
    - Outstanding bills
    - Work in progress
2. During your term of office, revisit this form periodically to make sure that you are keeping up with the commitment you made to an orderly transfer.
3. Encourage other club officers to make a similar effort to ensure an orderly transfer and a continuation of service to the community.

## **Begin With the End in Mind (Clubs)**

**Keep these records organized and current throughout the year:**

**Create a spreadsheet on your club's status in:**

**Create an "End of Year" checklist including:**

**Schedule a "State of the Club" meeting with new officers. Include in agenda:**