

# Succession Planning Policy

The aim of this policy is to put into place procedures that will actively promote the Scunthorpe and Grimsby Advanced Motorists going forward and show plans as to what will happen if members of the committee leave the group.

## Promoting the Group Via Committee and Observers:

The Scunthorpe and Grimsby Advanced Motorists understands that for the group to flourish and grow, there needs to be a dynamic Committee who's aim is to develop and grow the group and to encourage new members and new committee members, thus ensuring long term growth of the group. This also involves the Observers who are the first contact with associates.

This is carried out by having a structured committee, where all members are active and hold regular meetings.

## Committee:

The committee is made up of a maximum of 20 and all are elected or re-elected each year at the Annual General Meeting

Key Roles within the Committee are:

President

Chairman

Vice Chairman

Secretary

Treasurer

Due to the importance of these key roles the persons elected to them, can only act for one position.

Training is constantly taking place to ensure a smooth transition for those replacing the roles that someone is standing down from.

For each of the above roles, there are deputies who have been identified within the committee and will take on the roles as and when required but will be authorised by the committee.

These are:

Chairman

Vice Chair

Vice Chair

Agreed by Committee as Required

Secretary	President
Treasurer	Agreed by Committee as Required

A committee meeting will be called by the most senior member of the group within one week of any changes, to seek the approval of the committee and once the changes are agreed, they will remain in place until the next AGM, thus ensuring the continuity of the group.

## Re-election of Officers:

To ensure the **Committee** is open to all members and to encourage new members to join the **Committee**, each year all officers and committee positions (other than President) will be voted on at the Annual General Meeting. This will be via election slips and each individual applying for the Key Roles will need to be proposed and seconded. Joining the committee can be just via application and no proposer and seconder are required.

If more than one person requests to have a key role, or more than the required committee members (20), then a vote will be taken at the AGM.

If numbers are not filled, the committee can co-opt others onto the committee during that year up to the maximum number.

## Committee Meetings:

Committee meetings are held each month other than December and all meetings have minutes which are reviewed at the following meeting. There is a set agreed Agenda for the formal side of the meeting which includes 'Other Business', where any members can raise items for discussion.

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