



## Transition

The concept of ‘Transition’ in our service structure is focused on how committees and boards prepare for turnover leading up to the annual meeting in January of each year. Depending on the conditions in the service structure, there will be issues that will be best addressed prior to or soon after turnover occurs.

Some of these concepts are further described in the Mentoring and Annual Milestone resources presented in this packet and posted on the SAPUCC.org website. Due in part to the larger transition we find ourselves in - of reshaping our vision, mission, and structure, and the calling of a settled pastor, Transition concepts may change. The goal of this document is to address those qualities of service that will likely remain constant regardless of upcoming change.

The following are suggested concepts and tasks to keep in mind during the year of your service. Please add and modify as it fits you and your board/committee.

### Suggestions

1. **Prepare the nominating committee for upcoming needs on your board/committee.** Throughout the year, and particularly in the fall, the nominating committee will be looking to fill vacancies. It is most helpful to know what gifts may be lost from your board/committee when members roll off their service commitments. Let the nominating committee know the current and projected needs so new members can be selected who will fill in these voids
2. **Have an informal “chair-elect” position**, similar to the “moderator-elect.” Early in the year, identify a member who will continue to serve in the following year to act as the ‘chair-elect’. This would allow a chairperson who wasn’t planning to continue in the position to pass on knowledge and skills to a new person throughout the year and permit smooth transition of work when that new person is expected to take over the reins.
3. As a committee, **review the calendar of events pertinent to your board** so that you will be prepared to address pending items, particularly as you address suggestion 1, above. The document, ‘Annual Milestones’ (work in progress) will be a good resource. Also, the previous chair can point you to any separate calendar pertaining to unique events in the life of the respective board/committee.
4. **Identify willing mentors** leading up to and following the transition of members. Pair them with new members early in the year to ensure a productive and healthy environment throughout the year, avoiding loss of momentum.
5. In the early fall, **review the three goals** established by the board/committee to determine if a renewed effort is required to complete particular phases of attaining these goals.