

# NOARLUNGA TENNIS CLUB

## VOLUNTEER SUCCESSION PLAN

The Noarlunga tennis Club has identified in its Core Business Area “Volunteers”, an aim to ensure that the club caters effectively for recruiting and retaining volunteers.

To implement this plan,

we will continue to

- Publicly acknowledge our Volunteer’s efforts
- Promote a supportive atmosphere for existing volunteers
- Explore different incentives to attract volunteers
- Mentor Key positions
- Review all Job Descriptions annually

we will

- Develop a Club Volunteer Induction Manual and review it annually
- Develop an Exit Checklist for outgoing volunteers
- Develop a Handover Report for outgoing volunteers
- Seek to rotate roles within the Committee to gain experience
- List all Job Descriptions on the Website
- Seek to enlist the support of older Juniors and younger Seniors to future Committees and sub-committees

Executive Committee  
Noarlunga Tennis Club