

GROUP LEADER (GL) HANDOVER INSTRUCTIONS

When you decide you do not wish to continue with the leadership of a group, you should follow these steps in sequence:

1. Inform the Groups Co-ordinator (GC) that you wish to step down and from what date.
2. If you already have a deputy, approach that person to see if they are willing to take over. If so, announce this to the group and the GC. If that person is not willing, move on to step 3.
3. If you do not have a deputy, or one who is unwilling to take over, but feel that any other particular group member would be a good group leader, please approach that person. If she/he agrees, announce this to the group and the GC. If none of those you approach is willing, the move to step 4.
4. Announce to your group that you wish to stand down and ask for any member who would be willing to take over. If one person is willing and this seems to be acceptable to the group, please choose this person. If two or more people should show interest, then it would be best to ask the full group (including those who may not be present on that occasion) to choose their preferred leader by secret ballot in a first-past-the-post system.

In all cases, where a new person is designated to take over as group leader, please do the following:

- a. Pass on your understanding of all the aspects of being group leader to the new person. You should also direct them to the information provided for group leaders on the website.
- b. Inform the Groups Co-ordinator who will be able to provide any further back-up required by the new leader.

In as few cases, no member has been willing to take on the vacant role of group leader. In some cases, particularly in new groups just starting, certain individuals have been happy to be the "contact" person to field web queries about the group and liaise with the GC and other members of the Committee. While this may work as a short term interim measure, it is not sustainable in the long run. In such cases, the GC, in consultation with the outgoing GL, may decide to disband the group or merge it with another where this is possible.