AccessAbility SIG Transition Plan

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Background

To ensure an orderly transition of responsibilities, management oversight, and activities from current AccessAbility SIG (A-SIG) officers to their successors for the ensuing STC community year, this Transition Plan is articulated, in congruence with the related documents listed below.

Document Purpose

The purpose of this document is to provide a comprehensive framework for actions that will support the implementation of our transition planning efforts.

Related Documents

Please see also the following:

- A-SIG Succession Plan

- A-SIG Election Procedure

- A-SIG Job Descriptions for Officers and Key Positions

- A-SIG Membership Procedure

- A-SIG Five-Year Strategic Plan

- A-SIG Rechartering document (includes mission statement, goals and objectives, strategies, and activities)

Plan Objective

The primary objective of our transition planning program is to ensure incoming A-SIG officers have the full benefit of the experience and the ongoing guidance of their predecessors as they assume their new roles and responsibilities.

Philosophy

Primary responsibility for a smooth transition of managerial responsibilities resides initially with the outgoing A-SIG officers and then, over a defined period of time, migrates to the incoming officers who are replacing them.

Procedure

Planning and executing a smooth transition of officers is a three-step process:

1. **Proactive planning for succession.**
   To ensure a smooth transition, each A-SIG officer proactively plans for his or her succession, beginning early in the term of office, identifying and grooming a potential successor. For details refer to the A-SIG Succession Plan, Procedure, Items 1-3.

2. **Handoff of tasks and responsibilities.**
   Each A-SIG officer hands off tasks and responsibilities to his or her successor. Since the circumstances of this handoff will vary, two alternatives and multiple media are offered for this process. The general timeframe for the transition runs from the annual conference through to the beginning of the new STC community year on July 1.

   - *Alternative 1:* If both the A-SIG officer and his or her successor are attending the annual STC conference, they should meet to initiate the transition process, exchange materials, and then follow-up via e-mail, telephone, and exchanges on the SIG wiki.

   - *Alternative 2:* If one or both of the two are not attending the annual STC conference, the handoff should begin via a physical meeting, if that is feasible; if not, via telephone, with follow-up via e-mail, telephone, and exchanges on the SIG wiki.

3. **Ongoing mentoring.**
   An ongoing mentoring relationship between A-SIG officers and their successors, offers the predecessors' oversight and assistance as required during the first 3 months the new leaders are in office, by availability thereafter in an advisory role. The particulars of the mentoring vary with the office. Here are some examples (meant as guidelines, not prescriptions):

   - *A-SIG Manager:* Outgoing manager guides incoming manager through start-up activities for the next community year, in particular, the summer Board report.

   - *Assistant SIG Manager:* Outgoing assistant manager might be the new manager, in which the transition is built in. If not, then the outgoing assistant SIG manager guides the incoming assistant SIG manager over the same timeframe as the outgoing SIG manager orients his or her successor.

   - *Secretary/Treasurer:* In addition to handing off the budget, financial records, and secretarial administrative archives, the outgoing secretary/treasurer maintains oversight through the summer Board report (including establishment of the budget for the new community year).

   - *Newsletter Editor:* The outgoing editor co-produces the first edition with the incoming editor and is in the review loop for the next two.

- *Web Site Administrator:* The outgoing Web site administrator walks the incoming administrator through the procedures for maintaining and expanding the site and retains administrative access for the first year as a back-up should the new administrator be unavailable or require assistance to handle a work surge.

- *LISTSERV Administrator:* The outgoing LISTSERV administrator walks the incoming administrator through the procedures for maintaining LISTSERV subscriptions, monitoring discussions, and ensuring professional etiquette is observed. He or she retains administrative access for the first year as a backup should the new administrator be unavailable. The outgoing administrator continues to monitor the LISTSERV periodically for the first three months of the incoming administrator's term.

- *Accessibility Manager:* The outgoing accessibility manager orients the incoming accessibility manager in the process of researching, writing, editing, and producing the accessibility guide for the annual conference and is in the review loop for the next guide.

- *Research and Publishing Manager:* The outgoing research and publishing manager orients the incoming manager in the steps involved in preparing a proposal for an A-SIG session at the annual conference (progression, panel) and in coordinating implementation of the session. The outgoing manager also hands off a comprehensive list of publishing and presentation forums to his or her successor and monitors the LISTSERV periodically during the first three months of the incoming manager's term to ensure that publishing opportunities continue to be posted regularly.

- *Public Relations Manager:* The outgoing public relations manager passes along comprehensive archives, including point-of-contact information for other STC communities, media outlets, other professional organizations, and businesses. During the first three months of the incoming manager's term, the outgoing manager reviews selected communiqués to ensure continuity of SIG messaging and branding.

- *Membership Manager:* The outgoing membership manager passes along the A-SIG directory, the online new-member orientation package, and orients the incoming membership manager on the A-SIG's codified process for welcoming new members each month, pairing them up with A-SIG members with similar interests and areas of expertise, and encouraging them to be active. See A-SIG Membership Procedure.

Measuring Success

- At the end of each community year, A-SIG officers reflect upon whether they had sufficient guidance from their predecessors.

- In cases where the guidance was not considered to have been sufficient, the officer in question seeks to improve the transition to his or her successor.

- In the passing of the leadership baton, the ultimate measure of success is whether the A-SIG continues to meet its goals and objectives.