# WPPC of XXXX Succession Plan

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| --- | --- |
| Written by: |  |
| Written on: |  |
| Updated by: |  |
| Updated on: |  |

## Leader Stepping Down Checklist:

* Notified WPAOG – ParentRelations@wpaog.org
* Notified the Regional Advisors
* Notified the Bank (if applicable)
* Provided the Following to the New Leadership:
	+ List of Previous Officers
	+ List of New Officers
	+ List of Regional Advisors with Contact Information
	+ A List of Helpful Volunteers
	+ The Society Contact
	+ The Admissions Contact
	+ The Other Service Academy Alumni Chapter Leaders (if applicable)
	+ Parent Leader Handbook
	+ [Link to the Parent Leader Toolkit –](http://www.westpointaog.org/societyleadertoolkit)

[www.westpointaog.org/parent-leader-toolkit](http://www.westpointaog.org/parent-leader-toolkit)

* + The Previous Distinguished Parent Club Award Applications (DPCAs)
	+ Parent Club Bylaws
	+ Parent Club Strategic Plan
	+ Non-Profit Paperwork (if applicable)
	+ Bank Account Information
	+ Membership List
	+ Schedule of Events and Status
	+ Communications Channels Including Passwords

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## Leader Taking Over Checklist:

* Confirmed WPAOG Has Your Current Contact Information –

Address@wpaog.org.

* Introduce Yourself to the Regional Advisors
* Introduce Yourself to the Local Society
* Introduce Yourself to the Admissions Representative
* Introduce Yourself to the Other Service Academy Chapter Leaders (if applicable)
* Review the Parent Leader Handbook
* Bookmark the Parent Leader Toolkit –

[www.westpointaog.org/parent-leader-toolkit](http://www.westpointaog.org/parent-leader-toolkit)

* Make Sure You and Your Leaders are registered on WestPointAOG.org [Update the Bylaws](http://www.westpointaog.org/societyleadertoolkit)
* Review and Update the Strategic Plan if Necessary
* Make Sure the Bank has Your New Information (if applicable)
* Review Your Membership List on the Parent Club Administration page
* Notify Your local Society of the New Leadership
* Consider Attending the Alumni Leaders Conference in August

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**Overview:**

**List of Previous Officers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position | Name | Class | Email | Phone # |
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**List of New Officers**

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| --- | --- | --- | --- | --- |
| Position | Name | Class | Email | Phone # |
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**List of Regional Advisors with Contact Information**

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| --- | --- | --- | --- | --- |
| Term | Name | Class | Email | Phone # |
|  |  |  |  |  |
|  |  |  |  |  |
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**A List of Helpful Volunteers**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Class | Email | Phone # |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**The Society Contact(s)**

|  |  |
| --- | --- |
| Written by: |  |
| Written on: |  |
| Updated by: |  |
| Updated on: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Position | Name | Parent of / Class | Email | Phone # |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**The Admissions Contact**

|  |  |  |  |
| --- | --- | --- | --- |
| Position | Name | Email | Phone # |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**The Other Service Academy Chapter Leaders (if applicable)**

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| --- | --- | --- | --- | --- |
| Academy | Position | Name | Email | Phone # |
|  |  |  |  |  |
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**Non-Profit Status**

* We Are a Non-Profit – Contact:
* We Are Not a Non-Profit
* We Have Applied for Non-Profit Status – Contact:

**Bank Account Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Bank Name | Phone # | Account # | Balance | As of |
|  |  |  |  |  |

**Schedule of Events and Status**

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| --- | --- | --- | --- | --- | --- |
| Event | Date | Planner | Email | Phone # | Location |
|  |  |  |  |  |  |
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**Communications Channels Including Passwords**

|  |  |  |  |
| --- | --- | --- | --- |
| Social Media | Link | Username | Password |
|  |  |  |  |
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