

Leadership Transition Program

The Pondering Pub

Pondering Pubs are not meant to become stale but to transform over time with growth and change. This includes Pub leadership. When leaders rotate, encouraging a seamless transition is essential to making sure the shift in leadership does not hinder or halt the Pub on its trajectory. Transitioning to new leadership is both exciting and daunting. The Pondering Pub aims to help Pubs transition smoothly while recognizing that the overall “vibe” and objectives of a Pub may alter depending on these changes.

Below are some steps leaders can take to ensure a smoother transition.

Host

The Host arranges the meeting location, determines the opening prayer, enforces house rules, welcomes attendees, and facilitates presentations.

To ensure a smooth transition:

- The current Host should communicate why they are leaving the Host position.
- Determine if the location of the Pub will change.
- Discuss the goals and vision the current Host had for the Pub and its environment or “feel,” as well as the new Host’s vision.
- Discuss current rules for the Pub and whether any should be changed.
- Determine whether the prayer should change.
- Discuss how long the new Host intends on holding the role and the length of time the determined Pub location can be available for the Pub to meet in.

Pub Rep

The Pub Rep communicates the next Pondering and sets the agenda for the evening. They relay announcements, introduce presentations, guide conversations, and maintain communication with the Guild Leadership.

To ensure a smooth transition:

- The current Pub Rep should communicate why they are leaving the position.
- Evaluate the typical agenda order and determine any changes.
- Ensure the new Pub Rep has contacts for members who attend.
- Discuss the methods the current Pub Rep has encouraged attendance and presentations and determine a plan to continue doing so.
- Set a meeting with Guild Leadership to discuss the leadership changes, establish connections, and ask questions.

As a group, the current leadership and new leadership should meet to discuss what the current partnership between the Host and Pub Rep looks like and how to maintain frequent and clear communication between the new leaders. The new leaders are a team and will make decisions and run the Pub together while maintaining the duties of their individual roles. Determine where and how often the new leaders will meet to discuss the health and state of the Pub and make any decisions regarding it.

Host Worksheet

Why is the current Host leaving the position?

Will the Pub location change? (circle) YES NO

If yes, where will the Pub meet?

What is the vision the current Host has for the Pub's atmosphere?

What is the new Host's vision for the Pub's atmosphere?

Will the Pub rules change? (circle) YES NO

If yes, what rules will be added/changed?

Will the Pub prayer change? (Circle) YES NO

How long does the new Host intend on holding the role?

Pub Rep Worksheet

Why is the current Pub Rep leaving the position?

Will the agenda order change? (circle) YES NO

If yes, how will it change?

The current Pub Rep has provided member contact information to the new Pub Rep.

☐ (Check when complete)

What methods and frequency does the current Pub Rep use to encourage attendance and presentations?

What methods and frequency will the new Pub Rep use to encourage attendance and presentations?

The new Pub Rep set a meeting with Guild Leadership to discuss leadership changes, establish connections, and ask questions.

☐ (Check when complete)