

Leadership Development Planning Checklist

1. Identify your organization's leaders
 - a. Formal: Executive Committee, elected and appointed officers
 - b. Informal: Other volunteers who are regularly available to help with or lead a project
2. Identify who will lead/conduct your leader development process
 - a. VP for Leader Development alone
 - b. A team led by VP for Leader Development
3. Include leader development in your strategic plan
4. Decide if you want to have a formal plan to:
 - a. Prepare officers for higher/other offices within the organization (e.g. chapter)
 - b. Prepare officers for higher office outside of the organization (e.g. state and higher)
 - c. Move officers who have been in place too long or are ineffective
 - d. Do what is best for both the organization and each individual
5. Form a search committee to:
 - a. Build databases of:
 - i. Offices to be filled or programs or activities needing leaders (now and in the future)
 - ii. Qualifications (skills, experience, time, interest) for each office, program, or activity
 - iii. Questions to ask candidates
 - iv. Candidates, including when they were contacted, their interest in serving, and in what capacity
 - b. Develop a slate of candidates
 - c. Identify mentors for candidates with the interest but not the experience
6. Resources:
 - a. Field Operations Guide (FOG), Chapters 9 & 14
 - b. Leadership Development Guide