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