

Recruiting Leaders for Your Chapter Checklist

1. Identify which offices/programs/activities your organization:
 - a. Is doing now
 - b. Wants to do
 - c. Has the actual or potential resources to do
2. Prioritize those offices/programs/activities
3. Identify which offices/programs/activities need (new) leaders
 - a. Identify reasons a current leader needs to be replaced, if appropriate (e.g. burned out, lost interest, over-committed, mismatched to the office's/program's/activity's needs, health problems)
4. Identify candidates to lead these offices/programs/activities, including individuals who can/should be moved from their current post

NOTE

Sources for candidates include:

- Current leaders (to move to a new position)
- Active members
- Inactive members, including former leaders
- Non-members

5. Make **PERSONAL, INDIVIDUAL** contact with each candidate to:
 - a. Identify their “hot links”: what they’re passionate about
 - b. Confirm that those interests connect with your needs
 - c. Determine if they have the time, ability, and willingness to be a candidate for a particular position
 - i. Be honest with them about the level of effort the job will entail

CAUTION

An “I don’t have the time” response often indicates you have not matched the potential candidate’s interests to your needs. Failing to make this match will result in being turned down, or at best, poor performance by the candidate on job needing to be done.

WARNING

Generic, broadcast requests for candidates will FAIL. Contacts MUST be personal and individual.

6. Once a candidate agrees to be considered, gain their commitment to the effort.
7. If their new position is appointed, not elected,
 - a. Introduce them to the rest of the team
 - b. Thank them for stepping up
 - c. Give them their initial guidance and what's expected of them
 - d. Let them get started.
8. If their new position is one the members need to elect them to:
 - a. Place them on the ballot
 - b. Get a bio for the organization's newsletter, web site, Facebook page, etc.
 - c. Introduce them at the meeting at which the election will be held
9. After the election,
 - a. Congratulate the winner
 - b. Thank the loser(s) and invite them to consider other opportunities within the organization
 - c. Give the winner their initial guidance and what's expected of them
 - d. Let them get started.
10. Resources:
 - a. Field Operations Guide, Chapters 9 & 14
 - b. Leadership Development Guide