



## 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

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