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
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
The Field Council Training Subcommittee would appreciate it if you’d take a minute to click or tap on the big red Survey button at the right or on this link to take our survey. We always appreciate your feedback on our videos and guides; they help is make our training better for you. Thanks!