



## Chapter Officer Election Checklist

The purpose of this checklist is to provide a roadmap for identifying, selecting and empowering leadership within your Chapter.

### Early November

- ☐ Have the current President select two other individuals in the Chapter to serve as a Nominating Committee, and have the Nominating Committee solicit and accept advice from Chapter members as to whom would make good officers for the Chapter.

### Mid-November

- ☐ Based on the advice received, the Nominating Committee should contact each potential nominee to determine if he or she would be willing to serve the office for which they have been nominated.

### Full Week Prior to Thanksgiving

- ☐ The Nominating Committee should compile a list of members nominated for office and present this to the Chapter at large for consideration by individual members.

### Week Following Thanksgiving

- ☐ The Nominating Committee should conduct an election, if desired, providing an opportunity for discussion among members and presentation by candidates.

### Week Following Election

- ☐ The Nominating Committee should present the result of election to the Chapter membership as well as forward the elected slate of officers to *AmSpirit Business Connections* Headquarters and the Chapter Area Director via email.

### Early January

- ☐ New Officers assume their duties and responsibilities with respect to serving the Chapter.
- ☐ Have the Area Director conduct Officer Training at a Chapter meeting for the officers and membership at large.

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