

Chapter Nominations Committee Checklist

The search for potential candidates for chapter officers and the opportunities to encourage them is the job of each committee member.

The committee's goal is to build a complete slate of informed and enthusiastic officers to lead the chapter in the next biennium.

Begin early, and prepare thoroughly.



- 🍏 Work to nurture the membership and perceived potential leaders during the first year of the biennium
- 🍏 Hold the first committee planning meeting four to six months before the slate is to be built and announced
- 🍏 Heighten members' awareness that the current chapter biennium is coming to an end
- 🍏 Study the Chapter Rules. Every chapter is unique.
 - Determine what officers are elected. Some offices are optional.
 - Identify what positions are appointed and by whom
 - Note which committees, if any, are elected
 - Become familiar with the duties of each office
 - Determine what to do if an office becomes vacant
 - Know the procedures to fill any vacant positions from the floor
- 🍏 Become aware of the deadline to present the slate of officers to the chapter
- 🍏 Research the procedure to conduct the election
- 🍏 Note who conducts the election of officers and when the new chapter biennium begins
- 🍏 Mark and meet the deadline to notify TSO of incoming chapter officers and their contact information
- 🍏 Be prepared to mentor incoming officers and elected committee chairmen

• Training for leadership in professional and personal roles • Chapter leaders •
• President • First vice president • Second Vice president • Recording Secretary •
• Corresponding secretary • treasurer • Parliamentarian • elected Committees •