

## Identifying New Leaders Checklist

### Assess the current board

- Does your chapter board have what it needs to advance the ACC mission?
- Does your board represent the diversity of your membership?
- Does your board have the right mix of skill sets, including financial expertise?
- Does your board have the right mix of high profile members?

### Recruit volunteers

- All board members are responsible for seeking volunteers.
- Ask for volunteers at programs, on evaluations and on surveys.
- Notice who attends multiple programs.
- Consider your in-house panelists.

### Develop leadership

- Put your volunteers to work right away.
- Allow volunteers to demonstrate leadership and commitment by serving on committees and helping to plan programs.

### Evaluate and select candidates

- Provide candidates with board job descriptions and expectations documents.
- Use a board application form.
- Employ a clear vetting process: review of applications, interviews and nominating committee deliberation and board approval.

### Bringing the candidate onto the board

- Provide a board manual.
- Conduct a board orientation session.

