



Leadership Selection Process—2010

To: **Current Leadership Team Members (President, Vice President, Secretary/Treasurer)**
Date: **Monday, May 10, 2010**
Re: **Incoming Officers**

It's time to start thinking about who will make the next great leaders for your chapter. In order to make this a smooth transition, please begin reviewing the transition procedures that follow and begin thinking about the next leadership team. Since the selection process is a lengthy one, we must begin now. Use this checklist to move through the selection process smoothly. Check in with your Assistant Director at each step.

When selecting your future leaders for President, Vice President and Secretary/Treasurer, please consider members who have not yet had the opportunity to serve in one of those leadership positions.

Step 1: Schedule a meeting with the Nominating Committee **Deadline: Friday, June 11, 2010**

- First, the Nominating Committee (current President, Vice President, Secretary/Treasurer; immediate past President, Vice President, Secretary/Treasurer, AND your current Assistant Director) meets to select three nominations who would be an excellent fit for the position of President of your chapter. This MUST be done in private and is NOT open to the membership.

Step 2: Submit Three Presidential Nominations to the BNI Regional Office **Deadline: Friday, June 11, 2010**

- Consider who may make an excellent Vice President. Taking this into consideration may assist in nominating for the role of President.
- Submissions for potential President must include three brief reasons why each candidate is the best fit. Once the Nominating Committee has selected three nominees for President, your Assistant Director will submit these names and supporting reasons to the Executive Director for pre-approval of your selection.

Step 3: Invite First-Choice Candidate for President **Deadline: Friday, June 25, 2010**

- After the three nominations for President have been pre-approved by the Executive Director, the Current President may then ask the first-choice candidate if he or she would like to fulfill this position. If they decline, then ask the second-choice and so on.
- The candidate that agrees must read and sign the President Pre-Approval Form, then submit it to the BNI Regional Office by email to robin@bnioregon.com or fax at 503-621-3274.
- Provide the incoming President a copy of this Leadership Selection Schedule.**
- Schedule a meeting with the Nominating Committee (incoming president, current president, vice president, secretary/treasurer; AND your current Assistant Director) for selecting three Vice Presidential nominations.

Step 4: Submit Three Vice Presidential Nominations to BNI Regional Office **Deadline: Friday, July 2, 2010**

- The incoming President (along with guidance from the outgoing team and Assistant Director) then needs to nominate three candidates for the role of Vice President following similar actions in Step 1 and Step 2.
- Select three nominations that the Nominating Committee feels is the best fit for the role of Vice President. This MUST be done in private and is NOT open to the membership.
- Once three nominations for Vice President have been identified, including three brief reasons why each is the best fit, your Assistant Director will submit these names and supporting reasons to the Executive Director for pre-approval of your selection.

Step 5: Invite First-Choice Candidate for Vice President **Deadline: Friday, July 9, 2010**

- After your nominees for Vice President have been pre-approved by the Executive Director, the Incoming President may then ask the first-choice candidate if he or she would like to fulfill this position. If they decline, then ask the second-choice and so on.
- The candidate that agrees must read and sign the Vice President Pre-Approval Form, then submit it to the BNI Regional Office by email to robin@bnioregon.com or fax at 503-621-3274.
- Provide the incoming Vice President a copy of this Leadership Selection Schedule.

Step 6: Select Remaining Roles**Deadline: Friday, July 16, 2010**

- The incoming President (along with guidance from the outgoing team, Assistant Director, and incoming Vice President) also selects the following roles ensuring that each agrees to their position description:
 - Secretary/Treasurer
 - Education Coordinator
 - 2 Event Coordinators
 - PR/Communications Coordinator
 - 8 Visitor Hosts
- The incoming Vice President (along with guidance from the outgoing team, Assistant Director, and incoming President) then selects the following roles ensuring that each agrees to their position description:
 - Mentor Coordinator
 - Power Team Coordinator
 - 4 Membership Committee members
 - 2 Reserve Membership Committee members (alternates)
- The incoming President invites each of the selected members to hold their respective roles. Share what characteristics they have that make them the best fit for that role. Share:
 - Cabinet Member Description
 - Leadership Team Training Dates
- Only select members who can commit to fulfilling their role through September 30, 2011, and are able to attend one of the scheduled Leadership Team Trainings.
- Email your suggested leadership team slate in its entirety to your Assistant Director for final approval.

Step 7: Submit Pre-Approval Forms**Deadline: Friday, July 23, 2010**

- The Secretary/Treasurer must read and sign the respective Pre-Approval Form, then submit it to the BNI Regional Office by fax at 503-621-3274.
- The incoming President then must enter the names of the members who will be holding all incoming leadership roles for the next term into the LT Ratification Form, and then submit it to their Assistant Director as well as email to robin@bnioregon.com or fax it to 503-621-3274.

Step 8: Ratify the Leadership Slate**Deadline: Friday, August 6, 2010**

- Once your Assistant Director gives approval of the suggested leadership team, the slate must be approved by the majority of the chapter membership in the form of a paper vote. The entire slate is either accepted or denied.
- Once approved, the incoming President lets the Assistant Director know that the slate was approved.

Step 9: Register for Training!**Deadline: Friday, August 20, 2010**

- Once the entire incoming Leadership Team has been approved by the chapter membership, the officers and cabinet members (President, Vice President, Secretary/Treasurer, Education Coordinator, 2 Event Coordinators, Mentor Program Coordinator, Power Team Coordinator, and PR/Communications Coordinator, 8 Visitor Hosts, 4 Membership Committee members, 2 Membership Committee Reserves) must register for a Fall 2010 Leadership Team Training in September.
- Leadership training is REQUIRED for all officers and cabinet members. It is preferred, but not required, that all attend the same training session.
- Register online at www.bnioregon.com/LTT.php.

Questions regarding this Leadership Selection Schedule? Contact your Assistant Director.

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