

Training Handouts

for

Nominating Committee Members



Nominating Committee Chairman Handouts

Handout NC 1

Workshop Expectations

Got It	General Session	Got It	Workshop Session
	1. Understand the role of the Nominating Committee		9. Annually recruit nominees for open officer, director, and RAMP Chairman positions
	2. Establish a committee (ideally of three) to help you		10. Persuade potential candidates to accept offered positions
	3. Set goals, monitor and report on results monthly		11. Establish a list of potential branch future leaders willing to accept leadership roles
	4. Utilize the NonCom video to train Nominating Committee members		12. Recommend back-up candidates for key branch officer and chairman positions
	5. Call on your AG/RD and the State Growth and Membership Committee for help		13. Thoroughly document committee meetings and potential candidate information
	6. Select ideas that will work from the responses of the workshop members		14. Publicize branch openings
	7. Use the Recruiting Leaders and Team Members process in your internal recruiting efforts		15. Maintain a new member list to use in seeking volunteers
	8. Understand and demonstrate the SIR Leadership Expectations and use them when considering nominees		16. Ensure the branch orientation program emphasizes the SIR Member Expectation of volunteering when asked

Handout NC 2

SIR Leader Assessment

Leader Name: _____ Date _____

What leadership expectations are critical for the position you are filling?

Rating Level	Definition
1. Outstanding	Display of leader expectations at this level is exactly what SIR needs
2. Acceptable	Display of leader expectations is OK, but with focus can improve
3. Improvement Needed	Display of leader expectations needs improvement


Category and Definition	1. Outstanding		2. Acceptable		3. Improvement Needed	
	Result	✓	Result	✓	Result	✓
Enthusiasm: Shows excitement and active interest	Eager; his enthusiasm is contagious. Seeks opportunities to show excitement, an optimist.		May show excitement over new ways of doing things. Solid supporter of RAMP elements and toolkit		Usually unenthusiastic, subdued, a pessimist. Grudgingly accepts RAMP	
Open Mindedness: Willing to try new things and be open to ideas	Gets excited over new ideas/improvements Seeks continuous improvement. Develops and implements new ways of doing things. Fosters, embraces and welcomes change		Can usually be counted on to implement improvement tools. Generally responsive and interested in new ideas and ways of doing things. Sets personal and organization stretch goals.		Grudging acceptance of new ways of doing things. Set in his ways. Resistant to change. Does not set stretch goals	
Recognition: Identifies, promotes and acknowledges excellent performance	Goes out of his way to recognize others. Adopts special recognition programs. Encourages and rewards top notch performance.		Recognizes others for good work. Coaches and mentors others. Shows gratitude for a job well done.		Has no special recognition programs other than those sponsored by SIR. Rarely acknowledges performance of others. Infrequently coaches.	
Influence Others: Brings others to his point of view	Anticipates the effects of his words/actions on others. Builds "behind the scenes" support		Appeals to reason, facts. Uses persuasion. Is diplomatic.		Slow to take action. Tends to let things just happen. Goes with the flow	
Consensus Problem Solving and Decision Making: Involves others in solving problems and decisions	Always involves others. Goes out of his way to include involved parties. Solutions are always well thought out.		Usually builds support to solve problems. Occasionally may not include all parties Solutions usually work.		Tends to establish solutions to problems without help of others. Presents solutions without building support	
Knowledge of SIR: Understands SIR rules, the leader's guide and RAMP Has computer skills	Understands all common SIR rules and follows the Leader's Guide and Schedule of Ops. Supports RAMP Has Excellent computer skills		Understands basic SIR rules and the Leader's Guide. Uses research before seeking help. Applies Understands RAMP Has necessary computer skills for job		Asks for help before doing any personal research. Has not reviewed SIR rules and Leader's Guide. Unclear about SIR rules. Poor computer skills	

Note: For key leadership positions, pre and current leadership skills are also critical.

Handout NC 3


Nominating Committee Goal Worksheet

Goal 1. *Build an effective Nominating Committee.*

Could Work in My Branch 	Best Practice
	Appoint a Nominating Committee Chairman for the branch
	Staff the committee with members (three or more by State Rule) who are widely respected, have a wide range of member contacts. Per State Rule, members shall have served at least one year on the BEC or as chairman of a branch committee.
	Start work early in the year
	Request the resignation of a Nominating Committee member should he be the best candidate for a position to be filled
	Provide periodic reports to the BEC
	Provide nominations to the Big Sir and BEC by the end of May, or April if no BEC meeting is held in May. Publish officer slate to members in July. Elections are to be held at the August luncheon meeting, or July if no meeting is to be held in August.)
	Focus on multi-year succession, not merely obtaining candidates for the next year's officer slate
	Make nominating and succession planning a process, not an annual event
	Study how other branches do it
	Build a description of the team member's job
	Keep excellent records of committee meetings, deliberations and candidate lists
	Communicate the seriousness of obtaining branch leaders to the branch members
	Apply the "Three Steps" to recruiting branch leaders
	Elect all officers every year, even those with multi-year terms
These rows for write-ins	

Additional Notes

Goal 2. ***Build a succession plan for key branch positions.***

Could Work in My Branch 	Best Practice
	Develop and maintain a new member list and scan it for leadership candidates
	Review names of those active in activities and activity leadership as potential future branch leaders
	Review lists of candidate from previous lists. Remember, “no” does not necessarily mean forever
	Be aware of “informal” branch leaders, for potential placement on the list
	Develop a list of potential future branch leaders, and discuss the possibilities of leadership with members who have identified leadership potential
	Work with chairmen to place members on committee and activity leadership
	Work with officers to place back-ups with them to ensure a future trained cadre
	Apply the “Three Steps” to recruiting branch leaders
These rows for write-ins	

Additional Notes

Handout NC 4

How to Successfully Recruit Leaders and Team Members Three Steps to Success

There is no silver bullet to use when recruiting leaders and team members. It takes time and thought; however, following the three steps outlined below will significantly improve your recruiting success.

Let's start with things **not** to do:

- Expect that asking for volunteers will get candidates
- Go it alone
- Make it a long term commitment
- Assume that “No” means “Never”
- Fall for the ABIC trap. What does ABIC stand for? Any Butt In the Chair
- Conduct a recruiting interview without thorough planning

Effective recruiters **Recruit Through Relationships**. If you know the person you are trying to recruit, the job becomes immeasurably easier. Frankly, the **primary way things get done in SIR is through drawing on personal relationships and being prepared**. In a nutshell, here's what they do:

- They identify the “right” candidates
- They first build a personal relationship with them
- They plan their approach

It's a three step process – **Preparation, Contact, Discussion**.

Step 1. Preparation

1. Develop a written description of what you need to have the prospect do. Your job description is a good place to start in addition to materials on the sirinc.org website.
2. Review the list of Sir Leader Expectations. Ask yourself: **“Which of those leader expectations are particularly important for the job you are recruiting for?”**
 - > Enthusiasm
 - > Open mindedness
 - > Recognition
 - > Influence others
 - > Consensus problem solving and decision making
 - > Knowledge of SIR
3. Think of those branch members you are acquainted with, and *develop a candidate list*. Given the job you have described and has the leader expectations you selected, who has the right stuff?
4. If you can't come up with enough suitable candidates, contact other leaders in the branch for suggestions. The Branch Nominating Committee might be a useful source.

5. Once you have your candidate list, go through it and think about the reasons each candidate might decline the job. Some possible reasons might be:

- **I'm too busy** – Have an accurate estimate of the time it is likely to take and share it with him. Narrow the job down to take less time. Point out that the donation of his time will significantly help the branch grow and prosper.
- **I'm gone/travel too much** – Tell him that other team members can take up the slack while he's gone
- **The job you've described doesn't interest me** – Ask him what role in the branch he'd like to fill, and get the leader of that role in touch with him.
- **I'd like to help, but I'm afraid I'll be sucked in forever** – Ask if he can serve for a year or six months, then reassess after that time is up
- **I want to take some time off from Sir leadership** – See if he will do the job the following year..

Effective recruiters memorize these responses so they can immediately reply to candidate reasons for defection.

Step 2. The Contact

1. Make your contact with the candidate in person, maybe before or after a branch meeting, at the golf course or 19th hole, etc. -- in at least a semi-private place.
2. If necessary, phone him and ask him out to meet you for coffee or a drink. Do not discuss the job or the reason for the meeting over the phone. If it comes up, tell him you want to show him something, and get his reaction to it. In fact, you'll be showing him the job description for the job you are recruiting for.
3. If you are not particularly acquainted with the candidate, consider asking a mutual friend you have clued in to set up a meeting with the three of you.
4. If there is going to be more than you and the candidate involved, make sure that you and your "helper" arrive at the meeting at the same time so the discussion will not get started prematurely. Also, make sure that each of you is clear regarding the role to be played during the discussion.

Step 3. The Discussion

1. Begin the discussion by getting the candidate to talk about his experiences in Sir. Ask him about activities he belongs to, what he thinks of the luncheons, how his wife enjoys the branch coed activities, how many friends he has made, etc. The key is to get him talking.
2. Then follow up with, "As you know (Name), I've been appointed (your role) Chairman

for the branch. It's a critical role (enter reasons why it's critical). I've given a lot of thought to who might be the ideal guys to help me, and your name is on the top of the list.”

3. Here's a description of the job that the branch and I need you to do. I plan to recruit (include number) more guys so we can spread the workload around. That way none of us will have an excessive burden to carry.
4. I can promise you all the training and support you will need. So now, what do you think about taking this role? **Wait for the answer!**
5. The candidate will either accept (great), or present objections to accepting.
6. If the candidate objects, you must answer the objections (hopefully, you'll remember the responses in Step 1), and close the presentation again. This might occur several times before you receive a final response. If the prospect is does not accept the position, you should repeat the process with the number two prospect – who now becomes number one. You should also determine what future branch role he might be interested in, and pass that information to the Nominating Committee Chairman.