

Training Leader's Guide

for the

Nominating Committee Member Workshop



**Training Leader's Guide
Nominating Committee Workshop – Chairman and Members
(Entire section takes about 1:45)**

Introduction (take about 5 minutes)

Introduce yourself and state your current job with SIR as well as other accomplishments. Then state, “Our training today will take about 2 hours. We are here to acquaint you with the information you need to be a superior Nominating Committee. We view your role as one critical to your Branch’s success, as you hold the critical role of selecting tomorrow’s leaders.

The workshop has five sections:

- **Section 1, Workshop Learning Expectations**, what you need to know to be a superior Nominating Committee
- **Section 2, SIR Leader Expectations**, the behaviors that SIR expects its leaders to demonstrate
- **Section 3, The Interactive Workshop**, where we will discuss two potential Nominating Committee goals and present Branch-tested best practices you might consider to meet them
- **Section 4, How to Successfully Recruit Leaders and Team Members – The Three Steps to Success**, the process doesn’t guarantee complete success, but it will significantly improve your recruiting efforts
- **Section 5, Summary and Wrap Up** of our workshop to ensure you understand your role and the techniques that will make your Nominating Committee superior

Section 1. Workshop Learning Expectations (take about 15 minutes)

- **Refer the participants to Handout NC 1** (page 2 of the handouts)

State, “Here’s what we need you to understand by the end of our session

Have them read Handout NC 1, respond to questions and check for understanding.

Got It	Learning Point	Got It	Learning Point
	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 process to identify potential branch future leaders willing to accept leadership roles
	4. Apply the learning points from the NomCom video found at		12. Develop a Branch Succession plan, that lists potential back-up

	http://sirinc.org/MemInfo/BOTraining2016/LeaderRecruitment.html		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 (Handout NC 4)		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

Did we miss anything?

Read or paraphrase the following paragraphs:

Traditionally, the role of the Nominating Committee was solely to locate and twist the arms of unsuspecting members and convince them they should fill whatever officer openings the branch needed to fill for the upcoming year. Once that was done, the Committee could breath a sigh of relief and say to itself, “Man, I’m glad that’s done, now we can go back to playing golf.” I know that this is not how all Nominating Committees work, but believe me, there’s more truth to the statement than fiction.

For continued success, branches must address how they would be filling officer and key chairman roles (such as RAMP) not just one year out, but two or three. For successful branch operations, **we must plan for succession and continuity in key branch jobs.** This is now a key responsibility of the branch Nominating Committee.

We will use these workshop learning expectations in our wrap-up to make sure we have covered all the material to your satisfaction.

Section 2. SIR Leader Expectations (take about 15 minutes for this section)

Where did the leadership expectations come from?

In January 2016, the Project 2016 team conducted eleven focus group meetings with 2015 Big Sirs or their alternates throughout Northern California. The purpose of these meetings was to solicit answers to a number of questions raised by the written surveys conducted in October/November 2015. Among the questions asked was, “Recruiting leaders with the “right stuff” is identified as the number one problem facing SIR. What can be done about it?” The following follow-up question was then asked, “How would you define the right stuff?”

There was clear consensus regarding what leader expectations were most desired. They

included enthusiasm, open mindedness, recognition, the ability to influence others, a reliance on consensus problem solving and decision making and having some knowledge of SIR and the tools necessary to do the job. These SIR Leader Expectations were approved by the State Board in June, 2016.

You are filling positions for the critical leaders in your branch, and it is important for you to understand and apply these leadership expectations. Remember, they are what others expect of our leaders.

- **Refer participants to Handout NC 2, SIR Leader Assessment – Page 3**

SIR Leader Expectations Defined:

Let's take a look at the expectations.

Take a look at the left hand column. Here the valued behaviors and their definitions are described:

- **Enthusiasm** – Shows excitement and active interest
- **Open Mindedness** – Willing to try new things and open to ideas
- **Recognition** – Identifies, promotes and acknowledges excellent performance
- **Influence Others** – Brings others to his point of view
- **Consensus Problem Solving and Decision Making** – Involves others in solving problems and making decisions
- **Knowledge of SIR** – Understands SIR rules, Leader's Guide and RAMP
- For key leadership positions such as Big Sir and Little Sir, it is also important to consider **demonstrated leadership experience** in SIR, or lacking that, in previous pre-SIR employment.

Here's how you use it:

1. The Nominating Committee completes an assessment for each position to be filled with the "ideal" candidate qualities.
2. Then, it completes an assessment on each of the candidates being considered position by position.
3. Finally, it compares the candidate's assessment with the ideal assessment, and determines if identified gaps in the Leadership Expectation can be overcome.

Note: For key leadership roles, **leadership skills are critical**. If the candidate lacks them, it is unlikely he will succeed in the position.

Section 3. The Interactive workshop (Take about 30 minutes – **about fifteen minutes for each goal**)

Now we are going to enter into the fun part of the training. I'm going to read you two hypothetical Nominating Committee goals and ask each of you to review a list of branch best practices and identify those that could work in your branch. Also, if you don't see a practice you are using or one that you've been thinking about using, add it to the list.

After this is done, we will discuss what practices seem to work best, how you might implement them in your branch and identify additional practices you are using and thinking about.

Training Leader's Note: Here is where the training leader must practice his best facilitation skills. Draw the group out, and make them think. Go around the table, and get a comment from each participant. Keep going around until they run out of potential actions they could take. Don't be afraid to allow duplicate actions in more than one goal area. Please keep track of additional practices discussed and forward them to Ed Benson for inclusion in our training aids.

- **Refer participants to Handout NC 3, Nominating Committee Goal Worksheet, Page 4**

Goal 1. *The first goal is Build an effective Nominating Committee*

There are a number of best practices that have been successful in SIR branches. Check those that might work in your branch. Remember to write down those in your branch that aren't listed as well as those you are thinking about.

Potential group responses:

- 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 from the Nominating Committee should he 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. 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

Now let's turn to page 5, and work on the second goal in the same manner

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

Potential group responses:

- 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

Wrap up this portion of the training by asking, “How much better prepared are you to take on your branch Nominating Committee role now?”

Now you have your Nominating Committee and you’ve built a Branch Succession Plan; let’s take a look at how you successfully recruit candidates.

Section 4. How to Successfully Recruit Leaders and Team Members – The Three Steps to Success (Take about 20 minutes)

To assist you, we have included Handout NC 4, page 6, and follow along; I’ll hit the high points.

Ask the group, “**What is the Nominating Committee's major problems?**”

- Getting volunteers
- Getting the “right” SIRs in the jobs

What do successful recruiters do?

Let's start with things not to do?

- Expect that asking for volunteers will get candidates, actually, it's counterproductive
- 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

OK, if these techniques don't work, **what technique do?**

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.**

How to do it:

Step 1. Preparation

1. Develop review the position descriptions on sirinc.org
2. Review the list of Sir Leader Expectations
3. Think of those branch members you are acquainted with, and *develop a candidate list.*
4. If you can't come up with enough suitable candidates, contact other leaders in the Branch and ask them
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:

Based on our experience here are the top five reasons:

- **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.

Memorize these responses and the counter-response. You will need them

Step 2. The Contact

1. Make your contact with the candidate in person,
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.
3. If you are not particularly acquainted with the candidate, consider asking a mutual friend
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**

Step 3. The Discussion

Memorize these steps and practice them until you can repeat them smoothly from memory.

1. Begin the discussion by getting the candidate to talk about his experiences in Sir. Drawhim out.
2. Then follow up with, "As you know (Name), I've been appointed (your role) Chairman for the branch. It's a critical role as we focus our efforts on building up our branch activities. 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 counter-responses in Step 1**), and close the presentation again.

OK, who has questions?

Section 5. Summary and Wrap Up (take about 15 minutes)

Refer the group back to Handout NC 1, and ask them to check the boxes where they "Get It."

Ask if there are any of the categories that remain cloudy or unclear, and deal with them.

Thank them for their attention and participation.