



OFFICER RECRUITMENT

Ideas for Attracting and Retaining Officers

1. **Encourage your Nominating Committee to be positive...**when asking a member to be an officer. Say, “We believe you have the qualities and skills to be a great treasurer. We would be honored to have you serve as our treasurer.” Not, “We can’t find anyone to take this office. You are our last chance to fill it.”
2. **Ask member...**if they would be interested in serving in an office. You may have members who would like to take an office, but think they need to wait for the Nominating Committee to ask them. If you don’t ask, you won’t know.
3. **Encourage pre-election mentoring for an office...**for sisters who are considering an office but would like a “trial run.” Appoint the Nominating Committee in late fall to start recruiting. If a sister is interested in a particular office, she can act as the officer pro tem for a couple of meetings, with the current officer in attendance to guide her.
4. **Give a program about “The Duties of the Officers”...**at a regular meeting. Although it’s true that each officer is visible and has a role to play at every meeting, many members may not know what goes on “behind the scenes.” Each officer could give a short presentation (1-3 minutes) about the duties of her office and the enjoyment of holding that office, to alleviate that “fear of the unknown.”
5. **Encourage new members to become officers...**but start out slowly. The offices of guard or chaplain are good starting points for new members, not president or treasurer. One of the best ways to feel like you are an active part of an organization is to become involved in the organization.
6. **Encourage sharing an office...**for sisters who cannot attend meetings on a regular basis. This might include snowbird sisters or those who travel frequently.
7. **Did you know...**the president and vice president are shared offices? If a member is reluctant to take the president’s office because she knows she will not be able to attend every meeting, remind her that she can rely on the vice president to run the meetings in her absence. Just make sure the vice president is aware that she will be called upon more frequently.
8. **Schedule officer transition meetings...**in the spring, following elections. The outgoing officer should arrange a time to meet with the incoming officer to discuss the duties of the office, review the materials and timeline, offer helpful hints and answer questions. Consider arranging a transition meeting with all the newly elected and outgoing officers immediately following the election meeting, in lieu of a program. The outgoing officer should not just hand over the materials to the new officer, congratulate her and wish her luck.

- 9. All officers should watch the on-line training video for her particular office...**to become familiar with the duties of her office. The on-line videos are on the P.E.O. International website (www.peointernational.org) on the Member Site under “Resources” (left hand column), the “Local Chapter Training.”
- 10. Consider a post-election mentoring program...**for new officers. The outgoing officer or any member who has held that office could act as the new officer’s mentor until she is comfortable with her duties. To make sure the current guidelines for the officer are followed, the mentor should watch the on-line training video for that particular office.
- 11. Make use of your Technology Chairman/Committee...**to assist any officer who may not be computer literate. Although we live in an age of technology with all its rapid changes, there are still members who may not have a computer, or have very limited computer skills that may be keeping them from taking an office. Let them know that the Technology Committee is there to assist them in any way they can. Also, a member with limited computer skills may be a good candidate to share an office with a member who is more “tech savvy.”
- 12. Use proxies for the Ceremony of Initiation...**for members who are still uncomfortable about participating in the ceremony. Although memorization is no longer required, there still may be some members who might be nervous about participating in the ceremony. Let her know a proxy can be used in her place.
- 13. Emphasize the benefits...**of being an officer. It can sharpen leadership skills and take a member to a new level in her comfort zone. It is a wonderful opportunity for personal growth and enrichment, which can give a member a sense of purpose and accomplishment.

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