



# FINDING CHAPTER OFFICERS

## and How a Shadow Officer Program Can Help

# What IS a Shadow Officer Program?

- Each chapter officer has a Shadow
- Shadow observes and learns
- Shadow is already trained when installed

# Nominating Committee

- Appointed in November
- Chaired by a past president, with another past president and a longtime member
- Meets NLT mid-January
- Does prep work in advance

# Possible Nominating Committee Guidelines

- Officers generally serve a two year term
- Officers don't repeat the same office
- New members don't serve during their first year, then often start as Guard or Chaplain
- Potential Presidents serve in "key jobs," then as VP
- VP "moves up" to President
- Presidents aren't asked to serve again

# Member List and Jobs Needed

Names	Jobs Held	Helpful for Future
Sister 1	VP, Treasurer, Rec Sec, Guard	
Sister 2	VP in the past, Treasurer, Cor Sec	
Sister 3	Cor Sec, Guard, Finance Committee	
Sister 4	Rec Sec	
Sister 5	State Committee Chair	
Sister 6	(Has been too busy)	
Sister 7	(Not yet asked)	
Sister 8	(Young children)	
Sister 9	(New member, chaired fundraiser)	
Sister 10	(New member)	

# Filling in the Draft Officers' Slate

Names	Positions Held	Helpful for Future
<b>Sister 1</b>	VP, Treasurer, Rec Sec, Guard	Cor Sec
<b>Sister 2</b>	VP in the past, Treasurer, Cor Sec	VP, again?, Rec Sec
<b>Sister 3</b>	Cor Sec, Guard, Finance Committee	VP, Treasurer, Rec Sec
<b>Sister 4</b>	Rec Sec	VP, Treasurer, Cor Sec
<b>Sister 5</b>	State Committee Chair	VP, Treasurer, Rec Sec, Cor Sec
<b>Sister 6</b>	(Has been too busy)	VP, Treasurer, Rec Sec, Cor Sec
<b>Sister 7</b>	(Not yet asked)	VP, Treasurer, Rec Sec, Cor Sec
<b>Sister 8</b>	(Young children)	VP, Treasurer, Rec Sec, Cor Sec
<b>Sister 9</b>	(New member, Chaired fundraiser)	VP, Treasurer, Rec Sec, Cor Sec
<b>Sister 10</b>	(New member)	VP, Treasurer, Rec Sec, Cor Sec

Office	Names
<b>President</b>	
<b>VP</b>	
<b>Treasurer</b>	
<b>Rec Sec</b>	
<b>Cor Sec</b>	
<b>Chaplain</b>	
<b>Guard</b>	

# Developing a Fallback List

Names	Positions Held	Helpful for Future
Sister 1	VP, Treasurer, Rec Sec, Guard	Cor Sec
Sister 2	VP in the past, Treasurer, Cor Sec	VP, again?, Rec Sec
Sister 3	Cor Sec, Guard, Finance Committee	VP, Treasurer, Rec Sec
Sister 4	Rec Sec	VP, Treasurer, Cor Sec
Sister 5	State Committee Chair	VP, Treasurer, Rec Sec, Cor Sec
Sister 6	(Has been too busy)	VP, Treasurer, Rec Sec, Cor Sec
Sister 7	(Not yet asked)	VP, Treasurer, Rec Sec, Cor Sec
Sister 8	(Young children)	VP, Treasurer, Rec Sec, Cor Sec
Sister 9	(New member, Chaired fundraiser)	VP, Treasurer, Rec Sec, Cor Sec
Sister 10	(New member)	VP, Treasurer, Rec Sec, Cor Sec

Office	Primary/ Fallbacks
President	
VP	
Treasurer	
Rec Sec	
Cor Sec	
Chaplain	
Guard	

# Calling Potential Officers

- Done by 1 person
- Explain the job offered, work involved, length of the term
- Reassure her that she will be trained by her predecessor
- Tell her that she must be voted on by the chapter
- Fill jobs sequentially, starting with the president first
- Use the “fallback list” as needed

# Final Officers' Slate

Office	Name	Past jobs	Helpful for future
<b>President</b>	Sister 1	VP, Treasurer Rec Sec, Guard	---
<b>VP</b>	Sister 2	VP in the past, Treasurer, Cor Sec	Rec Sec
<b>Treasurer</b>	Sister 3	Cor Sec, Guard Finance Committee	VP, Rec Sec
<b>Rec Sec</b>	Sister 5	State Committee Chair	VP, Treasurer, Cor Sec
<b>Cor Sec</b>	Sister 4	Rec Sec	VP, Treasurer
<b>Chaplain</b>	Sister 6	(Has been too busy)	VP, Treasurer, Rec Sec, Cor Sec
<b>Guard</b>	Sister 7	(Not yet asked)	VP, Treasurer, Rec Sec, Cor Sec

# Finding Convention Delegates and Alternates

## The Selection Process

- List members who have never been
- Put in order of initiation date
- Prepare list once, then update annually

## The Calling Process

- Done by one person
- Start at top of list, working way down
- Cover convention dates, location, responsibilities
- Designate as delegates the first two to accept
- Designate the next two to accept as alternates

# What a Shadow Officer Program Can Do

- help fill the president's position
- help fill other slots
- prepare officers for their roles
- result in more productive officers
- result in a pipeline of “presidents in training”

# Filling in the Shadow Officer Slate

Potential Shadows	Positions Held	Helpful for Future	Shadow Office	Names
<b>Sister 2 (new VP)</b>	VP in the past, Treasurer, Cor Sec	Rec Sec	<b>Shadow President</b>	
<b>Sister 3 (new Treasurer)</b>	Cor Sec, Guard, Finance Committee	VP, Rec Sec	<b>Shadow VP</b>	
<b>Sister 4 (new Cor Sec)</b>	Rec Sec	VP, Treasurer	<b>Shadow Treasurer</b>	
<b>Sister 5 (new Rec Sec)</b>	State Committee Chair	VP, Treasurer, Cor Sec	<b>Shadow Rec Sec</b>	
<b>Sister 6 (new Chaplain)</b>	(Has been too busy)	VP, Treasurer, Rec Sec, Cor Sec	<b>Shadow Cor Sec</b>	
<b>Sister 7 (new Guard)</b>	(Not yet asked)	VP, Treasurer, Rec Sec, Cor Sec	<b>Shadow Chaplain</b>	
<b>Sister 8</b>	(Young children)	VP, Treasurer, Rec Sec, Cor Sec	<b>Shadow Guard</b>	
<b>Sister 9</b>	(New member, Chaired fundraiser)	VP, Treasurer, Rec Sec, Cor Sec		
<b>Sister 10</b>	(New member)	VP, Treasurer, Rec Sec, Cor Sec		

# What To Tell Potential Shadows

- Minimal time commitment
- Serve “anonymously”
- Observe, ask questions
- Be involved at Annual Report time
- Date shadowing starts
- Date shadowing ends (on installation)
- Nominating committee will keep in touch

# Planning for Presidential Succession

Name	New Positions	Past Jobs	Helpful for Future	Looking farther out...
<b>Sister 2</b>	VP and Shadow President	VP in the past, Treas, Cor Sec		Next <b>Pres (2027-29)</b>
<b>Sister 3</b>	Treasurer and Shadow VP	Cor Sec, Guard, Finance Com.	VP, Rec Sec	Next VP/Shadow President, then <b>Pres (2029-31)</b>
<b>Sister 4</b>	Cor Sec and Shadow Chaplain	Rec Sec	VP, Treasurer	Next Chaplain /Shadow VP, then VP/Shadow Pres, then <b>Pres (2031-33)</b>
<b>Sister 5</b>	Rec Sec and Shadow Treasurer	State Committee Chair	VP, Treasurer, Cor Sec	Next Treasurer/Shadow Cor Sec, then Cor Sec /Shadow VP, then VP/Shadow Pres, then <b>Pres (2033-35)</b>
<b>Sister 6</b>	Chaplain	(Too busy)	VP, Treasurer, Rec Sec, Cor Sec	Next Shadow Rec Sec, then Rec Sec/Shadow Cor Sec...
<b>Sister 7</b>	Guard	(Not yet asked)	VP, Treasurer, Rec Sec, Cor Sec	Next Shadow Chaplain, then Chaplain...
<b>Sister 8</b>	Shadow Rec Sec	(Young children)	VP, Treasurer, Rec Sec, Cor Sec	Next Rec Sec/Shadow Guard, then Guard...
<b>Sister 9</b>	Shadow Cor Sec	(New member, Chaired fundraiser)	VP, Treasurer, Rec Sec, Cor Sec	Next Cor Sec /Shadow Treasurer, then Treasurer/ Shadow Rec Sec, then Rec Sec/ Shadow VP, then VP/Shadow Pres, then <b>Pres (2035-37)</b>
<b>Sister 10</b>	Shadow Guard	(New member)	VP, Treasurer, Rec Sec, Cor Sec	Next Guard...

# Future Presidents

## Confirmed

- 2025-26 and 2026-27 – Sister 1 (new President)
- 2027-28 and 2028-29 – Sister 2 (new VP and Shadow President)
- 2029-30 and 2030-31 – Sister 3 (New Treasurer and Shadow VP)

## Potential

- 2031-32 and 2032-33 – Sister 4
- 2033-34 and 2034-35 – Sister 5
- 2035-36 and 2036-37 – Sister 9

# The End

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