

# Selecting Quality Leaders (BCS 117)

This course focuses on the selection of quality leaders. The role of a commissioner is to help the unit follow this process to ensure the unit selects the best possible leadership for their unit. Keep in mind during the process that the commissioner is there to assist the unit's leadership in following all of the steps of the process in order for them to make their leader selections.

## Develop a List of Needs

- Know what you need.
- Have position descriptions.
- Know your resources.

## The Process: Seven Steps

### 1. Chartered Organization Briefing

COR and/or IH meets with committee chair and unit commissioner to discuss process.

District executive provides material, videos, and recruiting techniques.

ACTION: Form steering committee.

NOTE: It is the responsibility of the chartered organization to recruit new leaders.

### 2. Steering Committee

Committee chair sets up meeting place, date, and time.

ACTION: Complete following tasks at meeting.

- Review video *Selecting Quality Leaders*.
- Prepare list of potential candidates.
- Rank the prospects.
- Clear the list with the IH and COR.

Select three-person team to call on the top prospect.

### 3. Make an Appointment With Prospects

The committee person who knows the prospect best makes the appointment.

ACTION: Appointment made over the phone.

Do not try to recruit over the phone.

Set date and time at the prospect's home.

Involve prospect's spouse.

Confirm date, time, and place with other committee members.

Role play.

Schedule the appointment.

### 4. Call on the Prospect

ACTION: Committee arrives as a group.

Ask prospect to serve in the position.

Explain this is subject to approval of membership application.

If prospect says "no," go to next on list.

Role play.

Call on the prospect.

### 5. Have Prospect Complete Adult Application

ACTION: Prospect fills out adult application.

- New leaders are required to take Youth Protection training before submitting an application for registration.
- References checked, application signed by committee chair and chartered organizational representative.
- Application submitted to council.

### 6. Welcome the New Leader

ACTION: Welcome the new leader.

- After application is processed and approved, the COR should welcome the new leader.
- Hold a formal induction ceremony.

### 7. Schedule Training

ACTION: Fast Start is conducted.

Encourage attendance at roundtable.

Schedule New Leaders Essential.

Schedule Youth Protection training.

Schedule training for specific position.

## Summary