1. DEVELOP CULTURE
   a. Set Expectations
      i. Clearly communicate mission and vision for the year
      ii. Communicate Roles and Responsibilities
      iii. Require the fundamentals of parliamentary procedure
      iv. Give a specific time of involvement
   b. Create Stability
      i. Develop strategic goals and plans for success
      ii. Communicate and follow bylaws, policies and procedures
      iii. Communicate the planning process early and often
      iv. Expect timely communication and attendance
   c. Create Accountability
      i. Clearly define who is responsible for each goal
      ii. Define and expect commitment
      iii. Define and expect attendance
      iv. Review Progress
   d. Develop an environment for growth
      i. Stay focused on goals (tie projects to goals)
      ii. Use consistent messaging with words and behavior
      iii. Develop, engage and motivate those around you
      iv. Show respect for everyone
      v. Conduct effective meetings
   e. Celebrate Success
      i. Applaud hard work
      ii. Recognize everyone’s effort
      iii. Say Thank you

2. COMMITTEE STRUCTURE
   a. Review typical committee structure
      i. Establish Standing committees
      ii. Establish Special committees and taskforces
   b. Set clear committee names and descriptions
   c. Identify Committee Leaders
      i. Ask current committee members to recruit
      ii. Use the committee as a pipeline to leadership

3. IDENTIFY LEADERS
   a. Identify Passion (what's their why)
      i. Recognize what motivates someone to leadership
      ii. Be aware of strengths and interests
      iii. Understand what inspires people
      iv. Focus on their strengths
   b. Seek new people from your committees for leadership
      i. Task your committee chairs to identify future leaders
      ii. New leaders come from the ones already there
iii. “Little Ask” Don’t be afraid to ask for volunteers
iv. Small job, specific time commitment
c. Delegate to build trust
   i. Have strategic conversations
   ii. Trust others to do the job
   iii. Give freedom to develop own style
   iv. Welcome new ideas
   v. Let them take the lead

4. EDUCATE LEADERS
   a. Prepare leaders for leadership positions
      i. Give knowledge and experience of past events
      ii. Guide, help and support
         1. Show you care about them
         2. Understand people have different leadership styles
         3. Be a servant leader
      iii. Be a resource for future decisions
         1. Be a good listener
         2. Inspire and encourage
         3. Let them express their views
   b. Be an effective communicator
      i. Clearly define expectations
      ii. Document job descriptions
      iii. Review progress
      iv. Adjust when necessary
   c. Empower and inspire to succeed
      i. Use positive words to motivate

5. DEVELOP FUTURE LEADERS
   a. Motivate, Lead, Guide, Inspire, Encourage (Repeat)
      i. Use consistent messaging
      ii. Be positive
   b. Share the fringe benefits of being part of a leadership team
      i. Exposure
      ii. Knowledge
      iii. Connections
      iv. Professional evolution
   c. Use former leaders to mentor
      i. Experience
      ii. Knowledge
      iii. Wisdom