

Actions, Tasks, and Timelines:

Key Event Action Step	Responsibility	Start Date	Target Completion Date	Performance Metrics
Review the Key Event Action Steps and recommend additions or changes	All Committee members	ASAP	First Q1 Open Board of Directors Meeting	Report to Board of Directors with recommended additions or changes
Attend events and watch for members with leadership qualities	All Committee members	Ongoing	Ongoing	List of potential future leaders with whom to follow up
Provide leadership training, including how to run a meeting, how to put together a program and market it, how to create a budget for the year, how to request funds (whether for reimbursement or direct payment), who to contact about what and when, SLA deadlines	Co-Chairs with support from all Committee members	January	April	Completed training program
Organize and complete leadership recruitment activity(ies)	All Committee members	As needed	As needed	Completed recruitment activity(ies)
Interact with potential future leaders	All Committee members	Ongoing	Ongoing	List of identified potential future leaders
Provide introductions between potential future leaders and members of the Nominating Committee, as well as introductions for and information about other volunteer opportunities, as appropriate	All Committee members	Ongoing	Ongoing	Introductions made