



Officer Selection *Checklist*



Meeting Location:

Meeting Date:

Planning Phase	Status
Set guidelines for the selection process; at a minimum elect a chapter president and chapter secretary	
Schedule deadlines for each component of the process	
Generate process components such as application, interview committee, knowledge test, rubrics, or ballots	
Implementation Phase	Status
Promote the opportunity to be an officer	
Encourage students to apply	
Facilitate selection process components	
Evaluation Phase	Status
Follow-up with applicants	
Provide training for officers	

Additional Notes: