

**BUILDING YOUR TEAM**  
*THINGS YOU SHOULD KNOW BEFORE YOU GET STARTED*

Serving as a NACE chapter president is more than just writing articles for the monthly newsletter and presiding over meetings. It's also about building a team of volunteers that will help lead your chapter successfully toward its goals and objectives. Before you start building your team consider the following:

1. Each member has something to offer (talent or skill in a given area, experience, "connections")
2. Many members are not aware that they have something to offer or are not confident in their ability to contribute.
3. Members want to help the chapter, and they want to make sure that their experience is gratifying.
4. Members want to be successful in their efforts on behalf of the association.
5. Most members are not aware of the amount of time and work involved in volunteer efforts.
6. Levels of member involvement will vary depending on each member's experiences, obligations, desires, and objectives. Participation varies from the most minor to the most labor- and time-intensive contribution.
7. Members need direction and resources to achieve the association's goals and to feel good about their contributions. With proper tools, most members will meet or exceed the challenges of their assignments.
8. Some members may seek a position that doesn't suit their talents. They may not have the skills to accomplish the task or the time to devote to it.
9. Leaders should widen their team recruitment efforts beyond their circle of personal contacts.
10. Leaders should broaden their ideas on what types of contributions are valuable. If you are a doer, don't overlook thinkers. If you are creative, don't forget the methodical. A balanced team will foster better results.
11. Leaders should strive to build a team that includes all types of members.
12. Recognition of team members is essential. Whatever the form of recognition, it should specify how the member's efforts benefited the association. Member contributions should never be recognized as favors to the leadership.