



Chapter Leader Transition Standard Operating Procedure

Purpose: To provide an election template for Chapters to follow during a Chapter Leader transition.

- ❖ When the current Chapter Leader's term is coming to an end, designate one of the meetings to be an election meeting.
 - Notify all members **TWO** months before the Election Meeting via email.
 - In an email, include the following information:
 - Date of Election Meeting (should coincide with the Chapter Leader's term end date).
 - Request a Statement of Intent from any member interested in running for the position.
 - Chapter Leader duties, located in the Chapter Resources tab
 - Inform members that voting will take place in one of two ways:
 - Google Forms document
 - In-person ballot
- ❖ Statement of Intent
 - Any current and active chapter member may submit a Statement of Intent no later than **ONE week** before the Election Meeting and it must include the following:
 - Brief introduction with name, current employment, and position.
 - Date joined PBS.
 - Volunteer work/positions held for chapter, if any.
 - Why they want to be the Chapter Leader and how they plan to grow the chapter.



❖ Election Procedure

- The current Chapter Leader will compile all SOL's into one document and email it to all current chapter members.
- The Chapter Leader will create a Google Form with all candidates and email a link to the form once all SOL's have been submitted, or create and print ballots with all candidates.
- On election meeting night, the new Chapter Leader will be announced.
- If there is a tie, the current Chapter Leader has two options:
 - The top two candidates can lead as Co-Leaders.
 - You can hold a tie-breaking vote with the top two candidates.

❖ Transition Procedure

- The current Chapter Leader will meet with the new Chapter Leader to hand over account passwords and walk through the PBS dashboard and the community platforms (Chapter and Chapter Leader communities).
- The Chapter SOP will be reviewed.
- Nationals will be notified of leadership change by emailing membership@pinkbootssociety.org
- New Chapter Leader will send out a welcome email to the chapter and the former Leader will send a close out statement.

❖ Early Transition

- In the case that there is only one Chapter Leader and they are unable to fulfill the term, the Secretary will be the Leader until the Election procedure has been carried out.



- ❖ A **two** year term is required of this position, with the option to run for one additional term. For larger chapters, it is recommended to have more than one Chapter Leader and to have those terms overlap. It is also recommended to host elections in October to coincide with the Board of Director elections. An overlap in term length can be allowed to adjust to this timeline.
- ❖ Google Form example for electronic ballot:

<https://docs.google.com/forms/d/e/1FAIpQLSdEPrGyAXV3jm9a0F6jkIAE9JuvqmXyKK8-xii45L5tPxtHuQ/viewform>