# Monitor with System Reports

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### Why Monitoring is Important

Monitoring Outdoors Connector reports can help you assess whether leaders-in-training (LITs) are transitioning to full leaders and whether leaders are remaining active. Reports can also reduce your administrative burden, such as by identifying when Wilderness First Aid (WFA) renewal is due so leaders can be notified.

With reports you can see if LITs have co-led, are regularly co-leading, or if they have gone dormant. If you find that an LIT has not moved to full leadership within a reasonable time after training, you can talk with them to help determine the reason. They may share valuable information which will help you with other LITs. Encourage LITs to move forward at a pace that is comfortable for them and let them know support is available.

Reports are also useful for your full leaders. Are they active? If you find a leader has reduced or stopped leading, contact them to let them know you value them. If a leader is very active or has increased their activities, you can use that information for chapter acknowledgment of their accomplishments.

### How to Use System Reports

The key to success in using system reports is to have certain roles, such as Committee Chairs, in the chapter responsible for monitoring. Those responsible need a consistent plan for using the information and working with their LITs and leaders. Consistency is important rather than a hit or miss approach that may not feel fair, inclusive, and equitable.

This best practice may require that the chapter allocate budget if they choose to reward leaders. Refer to the "Support New Leaders" and "Celebrate Active Leaders" best practices for ideas regarding how to reward leaders.

**Implementing System Reports**

- Establish who in the chapter is responsible for monitoring leader-in-training progress. This will vary based on the structure of the Executive Committee and other chapter committees. Monitors and mentors for LITs should be understanding of differences in backgrounds, experiences, and cultures that may result in unforeseen obstacles and different rates of progress. Work with the LIT, meeting them where they are and helping address obstacles collaboratively.

- Define how often LITs should be monitored e.g. 3 months after training and every 3 months after that until the LITs moves up to full leader or indicates they do not want to lead. (This monitoring requires that Outdoors Connector captures the training date.) Be aware that different individual LITs may have varying expectations and will progress at different rates and need differing types of support. Meet the LIT where they are.

- Establish who in the chapter is responsible for monitoring leader activity. Based on the structure of the Executive Committee, this role could be performed by the activity chair or leader chair.

- Define how often leader activity should be reviewed. This may be based on activity type if it is seasonal. Monitoring should be at least annually, or seasonally when applicable. Do not make monitoring of leader activity so frequent that it is unsustainable or overly burdensome for your chapter.

- Consider monitoring new leaders more frequently for their first year of leadership. If they are not active, ask if they have questions or need support. (This monitoring requires that Outdoors Connector captures the date an LIT becomes a full leader.)

- Determine how you will use leader activity reports. Suggestions are to use to recognize leaders in annual meetings, in newsletters, or as a basis for receiving gifts.

- Determine what action to take when you identify that a previous active leader has become dormant. Ask the leader if they would consider leading with another leader who handles the logistics and administrative work. Whatever you determine, be consistent, fair and equitable among all your leaders.

- Identify when WFA renewal is due and notify those leaders. Assign this responsibility to a specific role such as activity or education chair. (This monitoring requires that Outdoors Connector captures the last WFA certification date.)