

## Leadership Transition

A smooth transition is the responsibility of both the outgoing and incoming members of an organization, acts as a means of providing training for new officers, gives closure for the outgoing leaders, and helps the organization maintain consistency from year to year.

**Conduct outgoing survey:** Evaluate your experience/role and provide the incoming officer with answers to the following questions:

- What are the main areas of responsibility of your position? Who are your primary contacts (college administration, students, external groups, etc.)?
- Is there any unfinished business or things that need to be completed? If yes, please provide information about what the incoming officer needs to know.
- What kind of materials do you have to pass along (binders, files, notes, etc.)?
- What have your accomplishments been? What has been the most challenging? What do you wish you could have changed about your term in office?
- “If I knew then what I know now...” Provide positive advice based on your experiences/interactions.

**Set up a meeting and/or plan a retreat:** Don’t just drop off a binder and leave a note that says, “Good luck!”

- Review budgets, funding, past and future events
- Discuss meetings and organization structure
- Review important dates and best options for event planning
- Make introductions to campus and community resources

**Share files related to your position:** Think back to your first few weeks as an officer. What could you have used to do your job better?

- Constitution and by-laws, mission, goals
- List of resources and contact lists
- Financial records, previous minutes and reports, completed program flyers
- EQUIP Handbook
- Web page and social media information.

**Complete updated SORF:** Help the incoming officer complete and submit a new Student Organization Registration Form.

**Share contact information:** Exchange contact information so that the new officers can reach you to discuss any issues or unanswered questions.