

Officer Transition

Suggestions for Success

Why is leadership transition important?

- ✚ Provides training for new officers
- ✚ Allows closure to outgoing leaders
- ✚ Helps your organization remain on track from year to year

Transition Checklist

1. **Meet or plan a retreat** to discuss goal setting, idea brainstorming, group development, etc. Remember to make it FUN!
2. **Register or Re-register** your student organization through OrgSync
3. **Book meeting space** through EMS
4. **Update or create officer notebooks** include bylaws, mission, position description, list of committees, member and officer information, meeting minutes, and other important materials
5. **Create a calendar for the year** to include membership recruitment, event timelines, time/place/location of events, etc.
6. **Include your Advisor** in the process (registration and other important decisions)
7. **Information Exchange** between incoming and outgoing officers (e-mail addresses and any organizational passwords)

Resources

✚ **Creation Station**

The Creation Station is a free resource on the bottom level of the Campus Center (next to the Game Room) for all student organizations. It includes materials such as banner paper, paints, and other supplies to help advertise for an event

✚ **Center for Student Involvement**

Our entire staff is here to help you! Let us know how we can assist with your leadership transition

For more information contact the *Center for Student Involvement*
Campus Center 123
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