

## **Helpful Transition Information**

### **Outgoing Officer To-Do List**

1. Organize all binders/notebooks/files
2. Finish all necessary correspondence (letters, emails, phone calls)
3. Prepare year-end officer report and evaluation
4. Develop a time-line and action plan for officer transition

To help with the transition, this information can be helpful to your successor...

1. What I liked best about my position...
2. What I liked least about my position...
3. The most difficult decision I made was...
4. What I could have done to make the experience better was...
5. Obstacles to performing my duties effectively were...
6. Aids which assisted me in handling my job were...
7. Thing I wished I had known before I took office were...

Many of these questions are geared to outgoing officers. They should be considered carefully and communicated to the newly elected officer. New officers can use these questions to brainstorm ideas or goals for the upcoming term or office:

1. What do you perceive to be your organization's objectives or goals?
2. What do you consider to be the responsibility of your position?
3. What do you wish you had done, but did not?
4. What did you try that did not work? Why didn't it work?
5. What problems or areas will require attention within the next year?
6. Who were good resources to help get things done?
7. What should be done immediately next semester?

These questions are geared to incoming officers and will help you when you meet with your successor:

1. Things specific to the position I want to know about (forms, duties, budget, etc.)
2. Things I should do before the semester begins...
3. People I should get to know...

4. Services that I need to know about...
5. Other questions

### **Incoming Officer Evaluation**

Share and discuss your lists with your fellow new officers and your advisor

**List 3 things that made you want to run for this office and why**

- 1.
- 2.
- 3.

**List 3 new ideas you would like to implement for your position this year**

- 1.
- 2.
- 3.

**List 3 important foreseeable problems in your position**

- 1.
- 2.
- 3.