

# Officer Transition

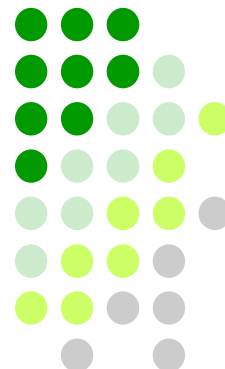
The transition of leadership for your organization may be smooth or a complete disaster, and may determine the effectiveness of the group for years to come.

## A Smooth Transition is:

- The responsibility of both the outgoing and incoming members
- Ways to help the group avoid starting over or starting from scratch each year.
- A transfer of significant organizational knowledge.
- A sense of closure for the outgoing members.
- A utilization of the valuable contributions of experienced leaders.
- A time for the new leadership to absorb the expertise of the outgoing members.
- A great opportunity for outgoing leaders to evaluate the year
- An orientation process for new leaders
- The leadership changeover period
- A time for incoming leaders to ask questions and outgoing leaders to give advice
- An outgoing leader's last chance to say, "I wish I had done this..."

## Specific Information to Give New Officers

- Constitution and Bylaws
- Position descriptions of officers and membership
- Description of committees
- Resource or contact list of important people
- Listing of basic annual procedures (reserving rooms, requesting office/storage space, meetings, registration, etc....)
- Organizational member list
- Calendar of annual events (rough estimate of what happens each month)
- Philosophy, mission or purpose statement of organization
- List of goals for organization
- List of expectations of members
- Handouts on appropriate topics (stress management, parliamentary procedure etc.)
- Financial records (Treasurer)
- Status reports on current and continuing projects (President/Committee Chairs)
- Evaluations of previous projects (President or Secretary)
- Meeting minutes and agendas (Secretary)
- Historical records of organization (President, Secretary, or Historian)
- University handbooks



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