

New Officer Worksheet

What is the purpose of my position?

What are my responsibilities?

What ideas or goals do I have for improving this office?

What new/old programs do I plan to utilize during my term??

What do I want to accomplish in the short term (5 goals)? How am I going to accomplish these goals?

- 1.
- 2.
- 3.
- 4.
- 5.

What do I want to accomplish in the long term (5 goals)? How am I going to accomplish these goals?

- 1.
- 2.
- 3.
- 4.
- 5.