

Officer Binder Contents

Each Officer should have (or develop) a binder containing important materials and documents for his/her leadership position. Documents and resources materials used often should be kept in a handy notebook. Outgoing officers should take time to file important historical documents. They should also clean out and/or replace other resources for the officer notebook. This is a quick check list of binder contents and can be copied for each officer's notebook.

To the outgoing officer:

This may be the most difficult work in your transition process. If your binder is cleaned out and organized, it will make everything else run smoother. This checklist must be completed by _____ and the binder is due to your successor by _____ (date). Please get this information in order:

Tab 1: Governance

Constitution

By-laws

Organization policies

Standing Rules

University code of conduct

Officer job description

Officer/committee structure and flow chart

Other: _____

Tab 2: Agenda & Minutes

Committee reports

Other: _____

Tab 3: Directories

Officer team addresses/phone numbers

Member's addresses/phone numbers

Advisor's addresses/phone numbers

Outgoing officer's directory

University directories

Other: _____

Tab 4: Resources

SOAC (Student Organization Advisory Committee)

University handbook

All current forms pertinent to the officer

Crisis management procedures

End of semester report

Other: _____

Tab 5: Calendar

Accurate records of activities over the past year

This will include: contacts, successes/challenges, etc.

Activity calendar of the past year

Current calendar of major University events

Blank calendar for future planning

Other: _____

Outgoing officer's signature _____ Date _____

Incoming officer's signature _____ Date _____