

Leadership Transition

Transition Check List

- Bylaws w/ Officer Descriptions
- Goals and Purpose
- Contact List
 - Active members
 - Important people (take the time to personally introduce the new leaders!)
 - Resources-What do you have/ where do you get it?
 - National Organization contacts
- Budget & Funding
 - Transaction reports
 - Annual Allocations Request (and password)
 - SGFC Requests
- How to's?
 - Advertising
 - Printers
 - Instructors
 - Contracts
 - Travel
 - Realistic timelines
- Organizational Operation
 - Running meetings
 - Listhost
 - Database
 - Website
 - Storage/office space
- History of the organization
 - Minutes or agendas
 - Past issues of Publications
 - Financial records
 - Evaluations of programs
 - Newspaper articles or press releases
 - Photos/ videos
 - Past members
- Electronic Files
- What to do in the Summer and Fall?
 - Sign up for the RC Party, RSO Open Houses, and Student Activities and Resource Fair in August on the ORCSA website
 - Look for information on RSO Reapplication during First Week
 - Student Organization Reapplication Training
 - Update the RSO Database
 - Meet with your advisor

Leadership Transition

Points for Transition Discussions

A thorough leadership transition plan is:

- The **responsibility** of both the outgoing and incoming officers
- A way to help the group **avoid starting over** or starting from scratch every year
- A **transfer** of significant organizational **knowledge**
- A way to **minimize the confusion** of leadership changeover
- A way to give outgoing leaders a **sense of closure**
- A great opportunity for outgoing leaders to **evaluate the year**
- An **orientation process** for new leaders

Some things for the **outgoing** leaders to think about:

What do you wish you had been able to do or address?

What pieces of advice do you have?

What do you still wish you knew?

Some things for the **incoming** leaders to think about:

Why are you taking on this leadership position?

What do you hope to accomplish?

What challenges do you foresee?

What questions do you have for outgoing leaders?

Some things to think about **together**:

What were the goals for this year? How will those be modified for next year?

How effective were programs and activities? Specific tips?

What will your relationship be next year?