RECOGNIZED STUDENT ORGANIZATIONS

**INCOMING OFFICER TRANSITION WORKSHEET**

**Directions:** Please review and respond to the following questions or statements regarding the responsibilities of the office you will hold this year. *Incoming officers are also able to ask these questions to the outgoing officer that previously held the position.* This information will be helpful to your successor and will also aid the organization in a smooth transition process.

|  |  |
| --- | --- |
| POSITION TITLE: |  |
| YOUR NAME: |  |
| DATE COMPLETED: |  |

**What do you consider to be the responsibility of your position?**

**What expectations do you have of the Executive Board?**

**What are some things specific to the position that I want to know about (forms, duties, etc...)?**

**What things should I do over the summer? In the beginning of the fall?**

**What people or positions should I get to know well?**

**What campus or external services do I need to know about?**

**What things do I need to know about working with my Advisor?**

**What expectations do you believe your members will have of you?**

**What problems or areas will require attention within the next year?**

**What are other questions that I want answered...**