RECOGNIZED STUDENT ORGANIZATIONS

**OUTGOING OFFICER TRANSITION WORKSHEET**

**Directions:** Please review and respond to the following questions or statements regarding the responsibilities of the office you held this year. 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: |  |

**OUTGOING OFFICER REMINDERS CHECKLIST:**

1. Complete the student organization recognition form with the new officers.
2. Make sure space is reserved for all e-board meetings, general member meetings, and other events for the next semester. Get copies of these reservations and put them in a (digital) binder for your successor!
3. Schedule meeting between outgoing and incoming officers.
4. Make sure all contracts, bills, check requests, and reimbursement forms have been properly completed and processed and all necessary payments have been made. If any are in process at the time of transition, write a memo to the new officer noting what is complete AND what needs to be done still.
5. Allow incoming officers to shadow outgoing officers.
6. Create an officer transition binder and share any documents with the new board members that were not included in the transition binder.
7. Change over ownership of all group apps or messages.

**What were the responsibilities and purpose of the office you held this year?**

**Create a timetable/list important dates related to your position. Provide suggestions for increasing efficiency and effectiveness.**

**What skills did you learn from this position?**

**List what you enjoyed most and least regarding your position.**

**What are some things you wish you had known before you accepted the position?**

**Who was the most helpful in getting things done? Who else served as a good resource that assisted with completed your officer responsibilities?**

**List any problems or disappointments you encountered as a part of your position and suggest ways of avoiding or correcting them. What did you try that did not work? Why did it not work? What problems or areas will require attention within the next year?**

**List specific accomplishments realized this year and the reasons for their success. What did you try that worked well and would suggest doing again? Why?**

**What could you have done to make this a better experience?**

**If you could tell the next person three things about the position that is not covered in the job description, what would it be? What would be helpful to know for a new person coming in?**

**What should be done immediately during the summer months? In the fall semester?**

**List any other suggestions you feel would be helpful to your successor in carrying out the responsibilities of this office.**