Student Organization Officer Transition Guide

Office of Leadership and Student Involvement

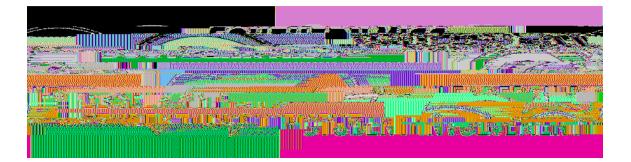


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OUTGOING OFFICER GUIDE Outgoing Officer To Do List

In addition to gathering information for the new officers, the outgoing officer should tie up any loose ends in their position. Please check this list to ensure all necessary items have been completed.

1. Make sure to send your advisor the list of new officers. Be sure to include the officer's name, title, empl ID, contact phone number, and email. Introduce new officers to your

Preparing Binders/Files/Notebooks

<u>Officer Handbook</u>

To properly transition, outgoing officers should keep the following documents throughout the year and organize them in a binder to hand off to the new officer.

<u>Suggestions for What to Include:</u>

Items Related to the Organization:

- 1. Organizational Mission Statement
- 2. Organizational Constitution and By-Laws
- 3. Organizational Policies and Procedures
- 4. Governing Organization Constitution and By-Laws
- 5. Student leader job descriptions
- 6. Budget information
- 7. Year-end reports and evaluations
- 8. Organizational Calendar

9. Organizational Goals

10. Specific Officer / Position goals

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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?

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

Outgoing Officers Major Accomplishments

Accomplishments Barriers/Limitations Resources

EVALUATION AND ASSESSMENT Officer / Chair Evaluation

This evaluation is to be used by the organization leader to provide constructive feedback to student group officers/ chairs to alert them to areas in which they're strong and to areas in which they need to improve.

Name of Student to be Evaluated:

Period of Evaluation: ______through _____ Evaluator: (Name)______ (Title)_____

O = Outstanding | V = Very Good | G = Good | A = Adequate | P = Poor | NA = Not Applicable I think the Officer / Chair:

Shows a sense of direction regarding his/herjob and knows what he/she should be doing.

0	V	G	А	Р	NA
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Has the ability to obtain and analyze facts and apply sound judgment.

	0	V	G	А	Ρ	NA
Is effective when organizing his/ he	r work. O	V	G	A	Ρ	NA
Displays enthusiasm about his/herj	ob. O	V	G	A	Ρ	NA
Showsa willingnessto do more than	asked O	l. V	G	A	Ρ	NA
Communicates well with students.	0	V	G	A	Ρ	NA
Communicates well with staff.	0	V	G	A	Ρ	NA
Providescreative ideasand valuabl	esugo O	gestion V	is. G	A	Ρ	NA
Follows through on the responsibilitie	s a ssu O	med. V	G	A	Ρ	NA

lson time for meetings, etc.						
-	0	V	G	А	Ρ	NA
Motivates students to work effectiv	ely.					
	0	V	G	А	Ρ	NA

Outgoing Executive Board Evaluation

This document is to be used by the outgoing board at a final board meeting to assess the entire group's process throughout the year. This document should be completed by the outgoing president and executive board and provided to the incoming president.

Have we developed younger members who will prove to be exceptional and involved?

What programs or governing practices proved successful for us?

What wasour greatest achievement as an executive board?

What wasour greatest challenge as an executive board?

Three goals we would have liked to accomplish:

Three goals we would like our successors to achieve / build on:

Student Organization Officer Transition Meeting Outline

Before the newly-elected officers of your organization officially assume their responsibilities, it is wise for the old and new officers to get together for a transition meeting. Such a transition meeting provides continuity and continued growth for the organization while allowing the new officers to learn from the experiences of the outgoing officers. A casual, open atmosphere should be encouraged so the organization can benefit from an honest evaluation of the accomplishments and issues of the previous y

<u>Overview of Your Role as a Student Leader</u> Keeping these guidelines in mind will help you succeed and be respected by your peers!

1. Work on the morale of your group members. Unless they feel good about their roles, your group members will not be as cooperative and productive as they could be. 2. Expect any changes to be accepted gradually. Sometimes we expect people to accept changes overnight that we have been thinking about for months. Remember that it is almost impossible to change people... they usually must change themselves. 3.

What do you consider to be the responsibilities of your position?

What expectations do you have of the executive council/board?

What expectations do you believe your members have of you?

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

What should be done immediately in the fall?

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Adapted from: Old Dominion University's Organization Transition Guide (2008-2009)

Personal Goal Setting for Your Position

Before you begin goal setting with the members of your organization, you may benefit personally by developing your own goals. The goals may vary in terms of being long or short in range. Some things you may want to think about for yourself might be: the tone you would like to create in your organization, programming ideas, personal growth, the people you will be working with, budgeting, leadership training, etc.

Begin your personal

Goal Setting Guide - Further Considerations...

Considerations:

Are my goals consistent with my understanding of the purpose of the group? Will the members of my organization agree with my goals? Check with them. Am I being realistic? Can I accomplish my goals during my tenure as organization leader?

Goals I want to Accomplish During my Tenure:

1. Projects-A. B.

C.

2. Process or manner in which we go about projects (i.e., involving people in decisions, having more members participate in meetings, having more

16. Conflict Resolution Assistant: Use your advisor as an impartial mediator.

17. Financial Supervisor: Use your advisor's experience with University procedures to help you stay on top of your organization's finances.

18. Meeting Attender: Be sure to inform your advisor of all meetings so that he/she can attend.

19. Assistant in Evaluating the Organization: Use your advisor as a resource to determine