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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

Officer Handbook

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

Name of Student to be Evaluated

Period of Evaluation

Evaluator: (Name)_____ (Title)_____

O = Outstanding | V = Very Good | G = Good | A = Adequate | P = Poor | NA = Not
Applicable

I think the Officer / Chair:

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.

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

Overview of Your Role as a Student Leader

Keeping these guidelines in mind will help you succeed and be respected by your peers!

1. Unless they feel good about their roles, your group members will not be as cooperative and productive as they could be.
2. 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