

OFFICER TRANSITION



Sun Devil Suggestions

A smooth transition is the responsibility of both the outgoing and incoming members of an organization, acts as a means of providing training for new officers, closure to outgoing leaders, and helps the organization maintain consistency from year to year.

Outgoing Officer checklist:

- ❑ **Re-register** your student organization with SORC
- ❑ **Book meeting rooms** through Event and Meeting Services
- ❑ **Complete Change of Officer form**, including the **Webmaster Change** form in order to maintain your group's web space
- ❑ **Meet or plan a retreat** in order for outgoing and incoming officers to meet together.
 - Potential retreat topics could include: goal setting, idea brainstorming, group development, and direction of the organization. Make sure to plan some **fun** as well!
- ❑ **Share or create files and binders** with new officers
 - Copy of Constitution and By-laws
 - Mission, philosophy, goals and/or purpose statement of organization
 - Position description of officers and members
 - List of committees and their description
 - Member & officer roster
 - Contact information of important people/offices on campus
 - Financial records
 - Evaluations of previous and current projects
 - Meeting minutes and agendas
 - Any historical records of the organization
- ❑ Review or create a **calendar** of the year
 - When does recruitment occur?
 - Is there a traditional timeline of events?
 - When/where are meetings held?
- ❑ Encourage new officer(s) to attend an **SORC Information Session**
- ❑ Update **Bank Account changes**
- ❑ Include your **advisor** in the transition process (including registration & bank account changes)
- ❑ **Fall Activity Fair** sign-up
- ❑ **Create a "to-do"** list for items that need immediate attention

Resources

Leadership Library

Check out the Leadership Library on in the Sun Devil Involvement Center (3rd floor of the MU). Find valuable information on communication skills, conflict resolution, diversity, goal setting, team building, value clarification, retreat planning and much more.

SORC

The Student Organization Resource Center staff is always available to help your student organization.

Check out our website at:

www.asu.edu/clubs

to download forms including a change of officer, web change form, and other valuable tips! The FAQ answers everything from event planning to fundraising for your group.

Hot Spot

Visit the 3rd floor to check out the new "Hot Spot", your one-stop resource area including tips on event planning, recruiting new members, funding sources, conflict mediation, and more! The Hot Spot can be found near the Information Hub at the top of the stairs.

SDIC

Our entire staff is here to help you! Let us know what we can do to ease your transition!

And remember...

To exchange **contact information** with incoming officers (at least e-mail addresses) if you are leaving campus, so they will be able to contact you with any other questions.

Speaking of e-mail: give any **login** and **password** information to new officers as well!