

Quick Tips

The transition of leadership for your student club/organization is vitally important and may determine the effectiveness of the group for years to come. A smooth transition is:

The Responsibility of both the outgoing and incoming officers

A way to help the group avoid starting over from scratch every year

A transfer of significant club/organization knowledge

An opportunity of closure for outgoing members

A great opportunity for outgoing leaders to evaluate the year

An orientation for new leaders

A time for incoming leaders to ask questions and the outgoing leaders to give advice

An outgoing leader's last chance to say, "I wish I'd done this..."



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Officer Transition



Leader Tips Leadership Development Tips for Groups



Office of Campus Life
Richland Community College

LEADership Mastery Program

First Things First!

Arrange for you new officer to get a chance to:

- Become acquainted with the college surroundings.
- Go through club/organizational files
- Meet with the advisor (s)
- Be introduced to important campus personnel

KEEP A WRITTEN RECORD

The following information should be given to each new officer in a notebook:

- Constitution and By-laws
- Job descriptions of officers and members
- Yearly organizational calendar
- Club/organization member list with contact information
- Philosophy or mission statement of the club/organization
- Handouts on appropriate topics
- Financial reports (Treasurer)
- Status reports on committees and projects (President)
- Meeting minutes and agendas (Secretary & President)
- Historical records
- Evaluations of past projects
- College policies and procedures

RETREATS

Outgoing/Incoming retreats should include:

- Icebreakers (can be done throughout the retreat)
- Evaluation of last year's events by outgoing officers
- Officer exchanges (notebooks, lists of duties, etc.)
- Goals report by outgoing officers. Outgoing officers depart, leaving new officers to discuss the coming year.
- Expectations of one another
- Goals for the coming year
- Ideas and calendar events
- Closing - motivational

Retreats for new officers only should include:

- Icebreakers (Learning names, etc.)
- Review of Constitution, bylaws, and policies.
- Self-expectations, and expectations of one another, advisors, members
- Team builders (throughout retreat)
- Budgeting
- Events for the coming year/calendar
- Closing - Motivational

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WHAT WE REALLY WANT TO KOW IS...

Have the outgoing officers answer the following questions on paper before the training/transition event and share their answers with the new officers.

Outgoing Officers:

- Describe the duties of his office
- What was your biggest frustration with your office? How could it be avoided in the future?
- What was your biggest success in this office?
- What was your biggest surprise in this office?
- What were you goals? Did you meet them? They or why not?
- How do the general members perceive this office?

Incoming Officers

- Describe the duties of this office.
- What questions do you have for the outgoing officer?
- What are your goals for this office?
- How do you plan to work effectively with other members?
- How do members perceive this office?
- I hope to learn the following from my experience this year.

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