**OFFICER TRANSITION GUIDE**

TO BE COMPLETED BY THE **OUTGOING** OFFICER BEFORE THE TRANSITION MEETING

Directions: Please think through and respond to the following questions regarding your responsibilities. This information will be helpful to your successor. Lessons learned from this reflection can be shared with the incoming officer verbally or in written format at the transition meeting.

Position:

1. The responsibilities of my position included:
2. List any other officers/university officials/individuals you worked with, and the project involved:
3. List what you enjoyed most and least regarding your position:
4. Who was the most helpful in getting things done?

* List other aids that helped complete your job:

1. Things you wish you had known before you took the role include:
2. List specific accomplishments realized during your term in office and the reasons for their success.
3. What did you try that worked well, and would you suggest doing it again? Why?
4. List supplemental materials and sources of information you found most helpful. Include specific university faculty, administrators, community resources, etc.
5. Create a list of important dates related to your position.

Subject to change each year

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

**CHAPTER OFFICER TRANSITION**

TO BE DISCUSSED BETWEEN THE INCOMING AND OUTGOING OFFICER

Directions: Incoming officers should use the questions below to gain a solid understanding of the position. Pair up with the outgoing officer to discuss the question below, and any additional questions you may have. Take notes so you can reference this information later.

1. What are issues that may be faced going into this position? How did you handle them?
2. What surprised you most about the position?
3. What were you least prepared for in the position?
4. What is the biggest mistake you made?
5. What goals do you want to continue moving forward?
6. Is there anything you wanted to do but didn’t have time for?
7. How did you stay organized?
8. What should I do first?
9. What should I do after that?
10. Any other tips or advice?