

OFFICER TRANSITIONS

One of the most important functions in a student organization is officer transitions. The transition of leadership for your club/organization may determine the effectiveness of the group for years to come.



THE TEAM EFFORT

The team effort involves the outgoing officer board, the Advisor, and the new incoming officer board. This method involved a retreat or series of meeting where outgoing officers work with incoming officers on:

1. Past records/notebooks for their officer and updating those together.
2. Discussion should take place regarding previous year projects that have been completed; upcoming/incomplete projects; challenges and setbacks; and anything new the new officers need to know to do their jobs effectively.

TIPS FOR A SUCCESSFUL TRANSITION!

1. Share relevant information related to your position and club/organization
2. Make sure the incoming officer has a copy of the following items, which should be part of an Operations Manual for your student club/organization:
 - a. An electronic copy of the constitution and by-laws
 - b. Mission, philosophy, goals, and purpose of group
 - c. Addresses, usernames and passwords for websites
 - d. Description of officers' and members' positions, as well as committees' activities
 - e. List of committees and their description
 - f. Financial records and access to accounts (including EIN)
3. Set up a meeting and or plan a retreat
4. Review a calendar for the year
5. Review budget and funding
6. Review recruitment activities

The Student Involvement website has important information and resources to help your club/organization throughout the year. The site includes downloadable forms, information about applying for club funding, announcements regarding events, activities, meetings relevant to student club/organizations, and more.

Visit www.studentinvolvement.txstate.edu