

Incoming Officer's Transition Worksheet

(Ideally to be completed by incoming officers/executive board members)

The new officer can ask the following two questions, as well as the questions listed on this page, to the outgoing officer to gain a more solid understanding of the position. *Do not forget to take notes on the outgoing officer's responses!*

- What are some things specific to the position that I should know about (forms, duties, resources, etc.)?
- What are some things that I should do over the summer for my position?

*****Remember to re-register your organization. This MUST be done before you can hold meetings and events on campus. Sign up to attend a Student Org Conference to re-register your org!**

1. People (positions) that I should get to know..
2. Services that I need to know about...
3. Things I need to know about working with my advisor...
4. Other questions I want answered...
5. What expectations do you have of the executive council/board?
6. What expectations do you believe your members have of you?
7. What problems or areas will require attention within the next year?
8. What should be done immediately in the fall?