

Outgoing Officer Worksheet

(Ideally to be completed by the outgoing officers/executive board members prior to transition meetings)

Position Title:

Name:

Phone Number:

Email Address:

Date:

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 incoming officers verbally or in written format.

1. The responsibilities of my position included:

2. List other officers with whom you worked and the projects involved:

3. List what you enjoyed most and least regarding your position:

4. Who was the most helpful in getting things done? Who were good resources?

5. List other aids (people/resources) that helped you to complete your job:

6. Things you wish you had known before you took the job include:

7. List specific accomplishments realized during your term in office and the reasons for their success. What did you try that worked well and would suggest doing again? Why?

8. List any problems or disappointments you encountered as a part of your position and suggest ways of avoiding or correcting them. What did you try that did not work? Why did it not work? What problems or areas will require attention within the next year?

9. What should be done immediately during the summer? In the fall?

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