

Officer Transition Outline

*Adapted from Vicky
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Officer transition is the single most important event in a viable student organization's year. Smooth and effective transitions will allow for a quick and effective start to the annual organizational cycle. We recommend that the transition period be marked by one of several formal "transition training" meetings.

The purpose of this resource is to give the incoming and outgoing officers of a student organization a format to be used to help ease the transition as the newly elected officers take over for the previous officers. It is recommended that a transition meeting be conducted before the new officers assume their positions and before the old officers leave the campus.

The meeting should last at least several hours, with a predetermined agenda and should include all officers and the faculty advisor. A casual, open atmosphere should be encouraged so that the organization can benefit from an honest evaluation of the group's accomplishments and problems of the previous year. Through this transition, the incoming officers will be able to learn from the experience of the previous officers and offer continuity and continued growth.

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How effective was each program?
Did we have a good balance of different kinds of programs?
Did we do any community service activities?
Were the programs and activities consistent with group goals?
Which activities should be continued and which should be dropped

Membership

Evaluate the number of members and their level of involvement

Do we currently have just enough, too few or too many members (in light of the group's goals)?
How effective were our membership recruitment efforts?
Are the members actively involved in the operation of the club?
(including decision making, planning, implementing, and evaluating.
Are members enthusiastic about the group's activities and motivated to work towards the groups goals?
Were there adequate opportunities for members to get involved in responsible and meaningful ways?

Officers and Organizational Structure

Evaluate the effective of the various offices and the structure of the organization

Do the officers understand their responsibilities and roles within the organizational structure?
Did the officers operate as a team or could cooperation between officers be improved?
Is the amount of time and effort required of each officer equal, or are some expected to work harder than others?
Are the officers "in tune" with the membership? It there two way communication? (and understanding of members' needs and talents.)
How would the general membership evaluate the effectiveness of the officers?
How would the officers evaluate the effectiveness of the officers?
What could be improved?

Organizational Operation

Evaluate the finances, time, and manner of meeting, etc.

Were the finances adequate for the group's activities?
Was the budget managed properly?
Were meetings run effectively?
Was the frequency of meetings appropriate?
Do we have a committee structure? If yes, is it working? If no, is it needed?

Wrap Up

"Pass the Gavel" and wish them luck

Provide an opportunity for informal socializing (perhaps provide refreshments)

[Previous](#) | [Next](#)