

Transition Guide Checklist

Outgoing Officer Pre-Transition Tasks

- Develop a timeline for new officer transition
- Create A Transition Binder
 - Copy of club constitution
 - Advisor contact information
 - Member contact list
 - Position descriptions for all officers
 - Contact information for important people/offices on campus
 - Procedures and “How To”
 - Budget information
 - Meeting minutes
 - Any other information important to the success of your club
- Update new officer information with the UA
- Plan a transition meeting
- Transfer all passwords

Transition Meeting Outline

- Introduce new officers
- Review officer responsibilities
- Year in Review
 - Review goals for the year
 - Set goals for next year
 - Outline typical club meetings
 - This year’s events (also include events that would have been held sans COVID-19)
 - Success of events and meetings
 - Any additional information that would have been helpful in planning
 - Mistake to avoid in the future
- How to market club and events to students
- Words of wisdom to new officers
- New officer questions