

# Guiding Questions for Transition Meeting

## Outgoing officers

- 1. List three things during your term in office that were considered most important.

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- 2. List three things you wish you had done during your term in office but were unable to accomplish.

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- 3. List specific accomplishments realized during your term in office and the reasons for their success.

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- 4. List any problems or disappointments you encountered as part of your office and suggest ways to avoid or correct them.

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5. List any obstacles you encountered that negatively affected your ability to perform your position effectively.

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6. List "lessons learned" or things you wish you had known prior to starting the position.

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7. List any supplemental materials or sources of information you found most helpful.

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8. List any outstanding items that still need to be completed.

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**Incoming officers**

1. List three things that made you want to run for this position and why.

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2. List three new ideas you would like to implement for your office in the coming year.

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3. List three areas in which you foresee possible problems in your office as well as possible solutions to these issues.

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4. List tasks you should complete over the summer.

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5. List people (and positions) you should get to know better in order to be more successful in your role.

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6. List resources/services you need to learn more about to be more successful in your position.

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7. List other questions you need answered by the outgoing officer.

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Questions to work through as a team

Goals

1. What were the goals for this year and how well did we do on each goal?

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2. Which goals should be continued?

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3. Which goals should be altered?

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4. Which goals should be dropped?

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5. What new goals do we want to set?

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Meetings/Events

1. How often do we hold meetings?

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2. Should we change how often we meet?

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3. Are members engaged at our meetings?

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4. What events/activities did we sponsor?

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5. How effective was each event?

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6. Did we do any community service activities?

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7. Were the events and activities consistent with group goals?

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8. Which events should be continued, and which should be dropped?

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9. Are members enthusiastic about the events we are holding?

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10. How can we better engage members at meetings and events?

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Operations

1. Was the budget managed properly?

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2. How could we better manage our budget?

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3. Does each executive board member understand their roles and responsibilities?

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4. Are we effective at planning and executing our ideas?

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# SWOT Analysis

Strengths (S)	Weaknesses (W)
What does the organization do really well?	What are some areas that the group can improve upon?
Opportunities (O)	Threats (T)
What are some things happening outside of the organization that may be beneficial to the group?	What are some things happening outside the organization that may have a negative impact on the group?