

Student Organization Officer Transition Guide

Officer Transition Meeting Outline



SOS
Student **Organizations**
and **Service**



Thank you for taking the time to read this Officer Transition Guide!

The purpose of the guides are to help both outgoing and incoming officers provide a smooth transition of power for their student organization. Our goal is to help both sets of officers set their organization up for another successful year.

We hope this will use this document to help lead your conversations as you go through this transition. Please read the sections relevant to you carefully and in its entirety.

If you have any questions about anything regarding Student Organizations here at MTSU, please do not hesitate to reach out! We are here to help.

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Student Organization Officer Transition Meeting Outline

Before the newly elected officers of your organization officially assume their responsibilities, it is wise for the old and new officers to get together for a transition meeting. Such a transition meeting provides continuity and continued growth for the organization while allowing the new officers to learn from the experiences of the outgoing officers. A casual, open atmosphere should be encouraged so the organization can benefit from an honest evaluation of the accomplishments and issues of the previous year. The following outline can help make the transition meeting flow as smoothly as possible.

I. Welcome and Introductions

(Help participants get acquainted and explain the purpose of the meeting)

II. The Year in Review

- **Goals:** Review the group's goals for the previous year.
 - What did we hope to accomplish?
 - How well did we do on each goal?
 - What goals should be continued this year? What goals need to be changed?
 - What goals are no longer feasible?
- **Programs and Activities:** Evaluate what your group did.
 - How effective were the programs/ activities we sponsored? How did we measure their effectiveness?
 - Did we have a good balance in our schedule of programs and activities? Were our programs and activities consistent with our goals?
 - What activities and programs do we want to repeat?
- **Membership:** Evaluate number of members and their commitment.
 - Do we have too many, too few, or just the right number of members? What actions did we take to recruit members?
 - Were our recruitment efforts successful?
 - Are our members as actively involved as we want them to be?
 - What were the opportunities for members to get involved in a meaningful way?
- **Officers and Organizational Structure:** Evaluate officers and structure.
 - Are officer roles and responsibilities clearly described? How?
 - Did officers work as a team, or is there more teamwork needed? If so, what contributed to that dynamic?
 - Is the time and effort required in each position comparable?
 - Is there two-way communication between officers and members? How do the members feel about the officers?

Student Organization Officer Transition Meeting Outline Cont.

- **Organizational Operations:** Evaluate finances, communication, etc.
 - Were the finances adequate for our group and managed properly? Were meetings run effectively? Was their frequency adequate?
 - Did the committee structure work?
 - Did we have scheduling conflicts with other groups or activities?
- **Advisor Involvement:** Evaluate both quality and quantity.
 - Did our advisor provide the support we needed?
 - Did we give our advisors and other faculty a chance to get involved?
 - How could we improve faculty and advisor involvement?
- **Public Image:** Evaluate how other groups perceive you.
 - How do we see ourselves?
 - Is this how “outsiders” see us?
 - How can we enhance our image?

III. Your Legacy to the New Officer Team

- What are the current strengths and weaknesses of the group?
- What is the best advice you can give your successor?
- What were there major challenges and accomplishments in your term?

IV. Officer Team

(Have the new and outgoing officers meet individually to discuss)

- Responsibilities of the position, with a job description
- A timetable for completion of annual duties
- Unfinished projects
- Important contacts and resource persons
- Mistakes that could have been avoided.
- Advice for the new officer
- Any questions the new officer may have.
- Where the outgoing officer can be reached with future questions

V. Wrap-Up

- “Pass the gavel” in a semi-official ceremony in front of outgoing and incoming board and wish everyone luck!
- Provide an opportunity for informal socializing.