



UNIVERSITY OF
NOTRE DAME

STUDENT GROUP OFFICER TRANSITION

GUIDE BOOK
for 2020-2021

INTRODUCTION

Dear New Student Leader,

Congratulations on your new role within your student group! The University of Notre Dame's [Student Activities Office](#) (SAO) is elated to spend the next year working with and supporting you and your fellow peers on this exciting journey. We are always here as a resource to help you or answer any questions that may come up. Never hesitate to reach out to us should you need anything.

The most successful student clubs and organizations implement Officer Transition programs at varying levels. In order to be most effective, group officer terms should provide at least one month of overlap so that new officers have the opportunity to work closely with outgoing officers in order to understand the roles and responsibilities of their respective leadership positions.

The information throughout this guide book will assist your group in creating a strong officer transition program that ensures continuity of operations and success year-to-year. If at any time you and your officers require guidance or support through the transition process, please reach out to the Student Activities Office in 315 LaFortune Student Center, via email at sao@nd.edu, or through your respective [Activities Liaison](#).

In Notre Dame,



Erin Riordan, M.A.

Assistant Director for Student Involvement
315 LaFortune Student Center
eriodan@nd.edu



K. Parker Hess, M.A.

Program Coordinator for Student Involvement
315 LaFortune Student Center
kparkerhess@nd.edu

IMPORTANCE OF TRANSITION

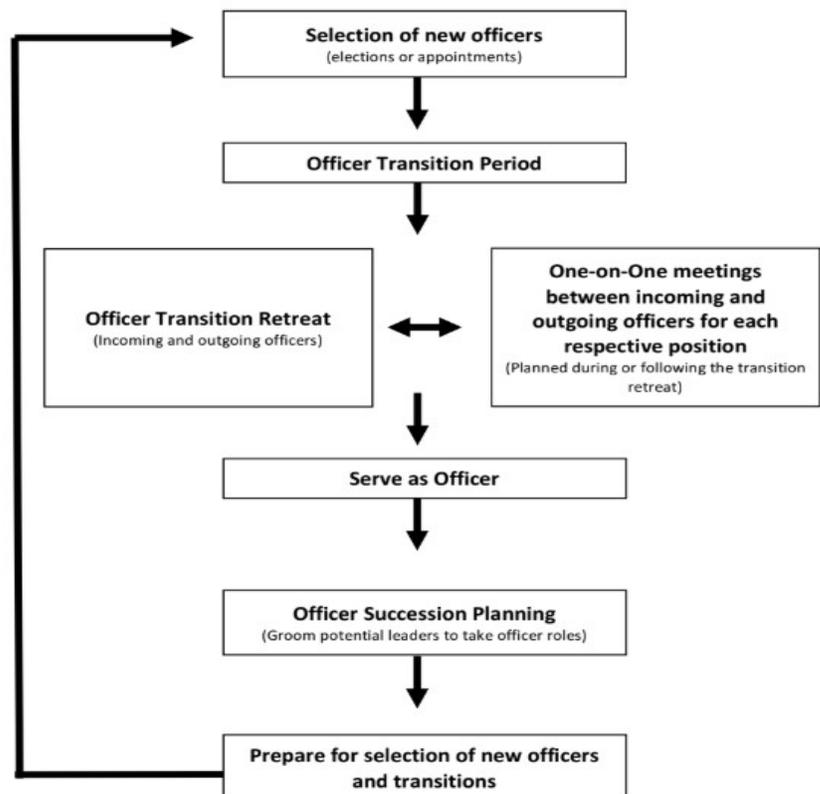
We build on the foundation our predecessors have set for us. This is why it is vital for incoming officers to connect with outgoing officers to better understand the vision and goals of the group. The knowledge acquired during these meetings will allow you to set new goals and achieve greater heights. Transitions provide an opportunity to pass on knowledge and wisdom to future leaders; future leaders gain personal accounts of previous leaders' successes and challenges. Additionally, being proactive and intentional with the transition process allows you to best prepare yourself, officers, and advisor to take the year head-on and be as successful as possible. The amount of energy spent to create and follow an impactful transition process will directly influence the ability to accomplish all of your group's goals, and prepare incoming officers for the responsibilities of their new positions.

Not convinced yet? Here is a list of reasons that highlight the need for transition:

- ✓ Instills a sense of comfort and pride with incoming officers' new positions
- ✓ Provides an opportunity for outgoing officers to reflect on their successes during their administration
- ✓ Formalizes the transition process that helps conclude the last administration and provides outgoing officers an opportunity to step down
- ✓ Introduces incoming officers to the advisor
- ✓ Minimizes the loss of momentum the group has at the end of the year

An officer transition is a period of time between the selection of new officers (elections and/or appointments) and the point at which new officers assume their new role within the student group.

To better understand the importance of transitions, this graph is a big picture overview of the officer transition cycle.



Adapted from materials by A. Jankord, Student Unions & Activities, University of Minnesota, 2016.

OFFICER TRANSITION CHECKLIST

Maintaining Your Student Group

- ___ Keep accurate, organized, and clearly labeled digital records; utilize Google Drive or Box to store meeting minutes, group documents, budgets, thoughts, and other materials
- ___ Use your group's Notre Dame email address for official group business and advertising to keep record of communication and create continuity for transition of officers
- ___ Incorporate a formal transition policy into your group's by-laws/constitution
- ___ Develop job descriptions for all officers and create informational resources or folders for every important leadership position
- ___ Write down any policies and procedures needed to carry out the duties of your positions
- ___ Engage new leaders in conversation about the group's history, mission, and purpose
- ___ Create a reflection and goal setting session with the entire organization membership; find out what direction they want to take the group; utilize [SMART Goals model](#)
- ___ Retreats or casual meeting are great opportunities for old and new officers to share ideas and leadership experiences
- ___ Meet with any related offices on campus to begin to foster good working relationships, and introduce important resource partners for leadership guidance
- ___ Make sure to complete all SAO and relevant student government required registrations and applications

2020 STUDENT GROUP REGISTRATION PROCESS

Officer Training and Registration is now completely online! Student Group Registration for the 2020-21 academic year will be live from April 1 until August 1, 2020. Please be sure to follow the instruction on the Registration webpage for timeline and completion steps required to maintain your group's "Active" status: <https://sao.nd.edu/groups/registration-and-reactivation>

Undergraduate groups will also utilize this form to register for Activities Night, to be held on Tuesday, September 1, 2020, and to request limited student group storage space in LaFortune Student Center or Washington Hall, if interested.

Early bird gets the worm!? Groups who successfully complete all steps for the Student Group Registration by April 30, 2020 will be eligible to win a prize of \$500 for the student group's account. The winning group will be randomly selected from all groups who have successfully completed registration by the end of April.

OFFICER TRANSITION CHECKLIST

Outgoing & Incoming Officers Meeting

- ___ Overview of the agenda and discussion of the goals of the meeting
- ___ History of the club from past to present
- ___ Review short and long term goals of the group, and progression toward them
- ___ Review of financial status and accounting history of the club
 - Provide transaction history (obtainable by emailing saoclubs@nd.edu)
 - Provide Club Coordination Council or Financial Management Board allocation request
- ___ External Review: Overview of past year's programs, events, and activities
 - Successes
 - Areas for improvement
 - Advice for the future
- ___ Internal Review: Overview of internal organization affairs
 - Successes with membership participation/development
 - Areas of difficulty/Areas for improvement
 - Advice for the future
- ___ Discuss [Student Activities and University Policies](#) and where to find them
 - Pass on CCC Club Information Meeting information (if applicable)
 - Complete annual [Student Group Registration](#) from April 1 – August 1
- ___ Pass on important information:
 - Group Net ID email address and password
 - Group FOAPAL number (can be found on your [SAO360](#) Group Page)
 - Group's SAO [Activities Liaison](#)
 - Group's student government resource and contact information:
 - Undergraduate Student Organizations: [Student Government](#)
 - Undergraduate Student Clubs: [Club Coordination Council](#)
 - Graduate Student Clubs: [Graduate Student Union](#)
 - Mendoza College of Business Student Clubs: [MBA Association](#)
 - Law School Student Clubs: [Student Bar Association](#)
- ___ Complete an [After Action Review](#) and file within your group's records