



Officer Transition

For a smooth transition...

- Arrange a meeting or retreat to share ideas and plans for the future.
- Fill in the gaps for new officers by asking yourself what you wished someone had told you before you took office.
- Share traditions, ideas, completed projects, continuing projects and concerns.
- Acquaint new officers with physical environment, supplies and equipment.
- Introduce new officers to key people such as advisors, administrator and faculty who have helped your group in the past.
- Update the constitution and bylaws to reflect changes made during your administration. Review job descriptions.
- Review your financial records to list outstanding bills and payments.
- Review your mailing lists or membership records to bring them up-to-date.
- Introduce new officers to the resources available in the Dean of Students Office. Be sure to have them complete necessary paperwork.

Your last task as an officer can be one of your most important. Gracefully transferring your knowledge and authority can have several benefits and help your image in club history:

Benefits of good officer transitions:

1. Your group will not “re-invent the wheel” each year because it can build on your previous knowledge.
2. Successful transitions will prevent the “lame duck” period when group effectiveness can be limited.
3. The transition process will help outgoing leaders bring closure to their experience.
4. Experienced leaders will feel needed as you use their expertise for transition programs.
5. New leaders will start their jobs with increased confidence and a knowledge of available resources.

One thing that you should keep in mind is that the transition process does not happen all at once. Transitioning should be a or semester long process:

1. Identify emerging leaders early in the year (or semester) to give them experience and exposure to resources.
2. Maintain organized files including contact people, facilities, financial information, and minutes on all the events your group is involved in.
3. Elect officers one month before installation to provide an “overlap” period for new and old officers to work together.
4. Encourage individual meetings between new and old officers to provide a smooth transition.
5. Establish a calendar for the year to provide a general timeline for new officers.

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