Why it is important to transition successfully

- Continuous Progress
- Higher Level of Performance
- Avoid Repeating Past Mistakes
- Traditions
- Good Ideas From the past
- Prevent Loss of Information
When do Transitions Happen?

- All year long!
  - Beginning of year adjust to new leadership and environment
  - End of year when student leaders leave, new ones enter
  - Throughout the year, reacting to situations, events, meetings, decisions, etc.
How Do We Cope With Transitions?

- Communicate!
- Buddy Up!
- Use your Resources!
- Create Transition Tools!
- Reflect and Look Forward!
Communicate

Adventures in Leadership by Corey Sauer

Hey Gary, is your desk all cleaned out?

Wh-what? What did I... ...am I... fired?!

Gary doesn’t know that he’s just getting a new desk.
Communicate!

- What is your new position?
  - Ask the former member details about what to do
- Arrange a Meeting: Outgoing and Incoming Officers, Club Advisor.
  - Give opportunities for new leaders to understand
- Discuss Past, Current and Future Issues.
  - Financial status of the club
  - Pass down records
  - Create informational/resource binders
  - Create a reflection and goal setting session with the entire club membership
Buddy Up!

- **Shadowing Period**
  - Have the outgoing member partner with the incoming one at an end of the year retreat
  - Give the incoming student the ability to shadow the outgoing member in the last month of the year
    - Note this means elections/decisions should be done early!
  - Swap emails/phone numbers in case you run into issues at the beginning of the next year.
Resources

- SOARC: Advisors; utilize their experiences
- SOLC: Help with retreats and to help adjust to new roles
- SPO: Help new officers become familiar with planning procedures
- Involvement Office: Ask our staff members in MU 210 any questions about past events, policies, and issues you may have
- Other Groups: Ask around! Other orgs may have transition hints
Transitions Binder

Could Include

- Officer Job Descriptions
- Orgs Mission statement
- Budget
- Member Contact Sheet
- Essential Info
- Any Events in the works for next year
- Traditional Events Timeline / Procedures
- Advice to New Officers
- Event Evaluations
Officer “Exit Interview”

- Outgoing officer evaluation of time in position
- Things during your term in office that were considered most important
- Issues that the officer had during the year
- Wish you had done during your term in office
- “Pieces of advice” for the incoming officer:
New Officer One on One

- Have new officers sit down with advisor or president for a meeting about the upcoming year
- What made you want to run for this office and why
- Talk about new ideas that you would like to implement
- Discuss foreseeable problems or concerns in your position
- What direction do you see this group going in?
- What do you need from the advisor/president?
Good Luck!