



Officer Transition

Each year, all organizations go through extreme transitions when there is a change of leadership. Whether these changes occur naturally as part of the school year or suddenly due to a leader leaving school, going abroad, or leaving their position, other members of the group must be prepared to make this transition as smooth as possible. Good record

keeping skills, consistent involvement of all members of the group, systems of organization, proper trainings, and mentoring relationships, are all ways an organization could prepare for those times when these transitions will happen. Read on to learn more about how to prevent chaos in these difficult and stressful times

Outgoing Leaders/Officers

List 3 things that made this a positive leadership experience for you:

- 1.
- 2.
- 3.

List 3 new ideas or initiatives that you implemented during your tenure that were successful:

- 1.
- 2.
- 3.

List 3 problems you encountered during your time in this position and how you resolved them:

- 1.
- 2.
- 3.

List your top 3 tips for a new person coming into this position:

- 1.
- 2.
- 3.

Incoming Leaders/Officers

List 3 things that made you want to be in this leadership position:

- 1.
- 2.
- 3.

List 3 new ideas that you would like to implement for your position this year:

- 1.
- 2.
- 3.

Identify 3 strengths and weaknesses you have that will help you enact these changes:

- 1.
- 2.
- 3.

List 3 important foreseeable problems in your position:

- 1.
- 2.
- 3.

List possible solutions to the above 3 problems:

- 1.
- 2.
- 3.

Questions to Ponder....

The answers to these questions will help to inform your own work as well as the work of people stepping in to fill leadership roles. Think of how the answers apply to you.

Questions for an outgoing leader to think about before transition...

What I liked best about my position...

What I liked least about my position...

The most difficult decision I made was...

What I could have done to make the experience better was...

Obstacles to performing my duties effectively were...

Aids which assisted me in handling my job were...

Things I wish I'd known before I took office were...

Questions for an incoming leader to think about before transition...

Things specific to the position I want to know about (forms, duties, etc.)

Things specific to the position I need to know about

Things I should do before the semester begins...

People (positions) that I should get to know...

Services that I need to know about...

Things I need to know about working with faculty and staff...

Other questions I want answered...

"Nothing in life can be permanents except what you choose not to change"



--Sonia Tejada

Quick Tips

For Effective Transition...

- ◆ Review position responsibilities and edit as necessary.
- ◆ Arrange for a meeting with the outgoing and incoming leaders and an advisor (if applicable).
- ◆ Review the history of programs and events that have occurred over the past year (both traditional and non-traditional).
- ◆ Discuss past, current and future issues so that the incoming leadership is prepared.
- ◆ Discuss the financial status of the organization as well as strategies to request funds and manage a budget. Review financial statements and past history with the SBC and other sources of funding (Community Development Fund, Social Event Fund, Dean's Diversity Fund, etc.).
- ◆ Pass down records (financial, internal, etc.) during a transition meeting. Be sure to highlight important information.
- ◆ Create informational/resource binders for every important leadership position in the organization.
- ◆ Create a reflection and goal setting session with the entire student group membership, outgoing and incoming leaders. Find out what direction they want to take the student group and establish concrete goals and objectives for the organization.
- ◆ Meet with any related offices and/or administrators on campus to begin to foster good working relationships (Student Activities and Leadership Development, Dean of the College, WSA, etc.).

Pieces of Leadership
brochures are available on
the following topics:

Budgeting
Communication
Conflict Resolution
Delegation
Facilitation
Goal Setting
Group Dynamics
Ice Breakers/Team Builders
Mission Statements
Motivation
Officer Transition
Peer Supervision
Program Planning
Qualities of a Good Leader
Running a Good Meeting
Stress Management
Time Management
Wellness

*The information provided in this brochure
was adapted from:*

The Office of Student Activities
Washington University in St. Louis

For more information on the topics
listed above or to access the
resources in our
Leadership Library,
please visit the

**Office of Student Activities and
Leadership Development**

Located on the
First Floor of the
Usdan University Center
860-685-2460

or check out our website at

<http://www.wesleyan.edu/stuact/>

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Tips for the Wesleyan Leader

**Officer
Transition**

*Building your Leadership
one piece at a time...*