

Quick Tips

The transition of Leadership for your organization is vitally important and may determine the effectiveness of the group for years to come. A smooth transition is:

- The responsibility of both the outgoing and incoming officers
- A way to help the group avoid starting over or starting from scratch every year
- A transfer of significant organizational knowledge
- An opportunity for closure for outgoing members
- A great opportunity for outgoing leaders to evaluate the year.
- An orientation process for new leaders
- The leadership changeover period.
- A time for incoming leaders to ask questions and the outgoing leaders to give advice
- An outgoing leader's last chance to say "I wish I could have done this..."

Leader Hints:

are available on the following topics

- Agendas
- Advising Groups
- Budgeting
- Co-Sponsorship
- Community Service
- Conflict Resolution
- Constitution and Bylaws
- Delegation
- Difficult Members
- Elections
- Event and Program Planning
- Fundraising
- Goal Setting
- Group Performance Evaluation
- Icebreakers
- Individual Evaluation
- Meetings and Minutes
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Publicizing Events
- Recruiting New Members
- Retreats
- Starting a New Organization
- Stress Management
- Team Building
- Time Management

Leader Hints is a publication of the University of New Mexico Student Activities Center. Copies are available at the Student Activities Center, SUB Room 1018. For more information, call 277-4706.

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Leader Hints

Leadership Development Tips
for Student Organizations

Officer Transition



How to get from “What if...?” to “That was Terrific!”

FIRST THINGS FIRST!

Arrange for your new officers to get a chance to:

- Become acquainted with office surroundings
- Go through organizational and personal files
- Meet with advisor (s)
- Be introduced to important campus personnel

KEEP A WRITTEN RECORD

The following information should be given to each new officer in a notebook:

- Constitution and Bylaws
- Job descriptions of officers and members
- Resource or contact list of important people
- Yearly organizational calendar
- Organization member list with phone numbers and addresses
- Philosophy or mission statement of the organization
- List of organizational goals
- Handouts on appropriate topics (Parliamentary procedure stress management, etc.)
- Financial records (Treasurer)
- Status reports on committees and projects (President)
- Meeting minutes and agendas (Secretary and President)
- Historical records (President, Secretary, or Historian)
- Evaluations of past projects

RETREATS

Outgoing/Incoming officer retreats should include:

- Icebreakers (can be done through out the retreat)
- Evaluation of year’s events by outgoing officers
- Officer exchanges (notebooks, lists of duties, etc.)
- Goals report by outgoing officers. Outgoing officers depart, leaving new officer to discuss the coming year
- Expectation of one another
- Goals for the coming year
- Ideas and calendar of events
- Closing—motivational

Retreats for new officers only should include:

- Icebreakers (learning names, etc.)
- Review of constitution, bylaws, and policies
- Self-expectation, and expectations of one another, advisors, members
- Team-builders (throughout retreat)
- Goals for the coming year
- Budgeting
- Events for the coming year/calendar
- Closing—motivational



WHAT WE REALLY WANT TO KNOW IS...

Have the outgoing officers answer the following questions on paper before the training/transition event and share their answers with the new officers:

Outgoing officers:

- Describe the duties of this office.
- What was your biggest frustration with your office? How could it be avoided in the future?
- What was your biggest success in this office?
- What was your biggest surprise with this office?
- What were your goals? Did you meet them? Why or why not?
- How do the general members perceive this office?
- What was the Executive Board’s biggest success this year? Why were we able to achieve this success?

Incoming officers:

- Describe the duties of this office.
- What questions do you have for the outgoing officer?
- What are your goals for this office?
- How do general members perceive this office? How would you like them to perceive it?
- How do you plan to work effectively with the other members of the Executive Board?
- I hope to learn the following from my experience this year.