

## OFFICER TRANSITIONS

This list represents a tool for helping to make transitions between section/division officers as smooth as possible. Plan at least one meeting (duration one hour) between the current and incoming board of officers. Ask incoming officers to come prepared with questions, and outgoing officers to bring all materials needed by their successors. Any section/division can execute a smooth transition by sharing the knowledge that officers have gained during their term.

- What is the importance of your office/position? Why is it necessary?
- Review and explain the responsibilities of your office.
- Review this manual thoroughly and explain each part.
- Review the previous year's calendar; discuss events and programs that were successful.
- Review the budget and the procedure for making changes.
- Explain portions of the By-laws and Constitution that pertain to your office.
- Review correspondence that is sent on a regular basis.
- Describe what your goals were and how you formulated them. Suggest ways to avoid failure and increase success of events and programs.
- Discuss possible changes and goals for the coming year.
- Discuss the interrelations between other officers, sections, divisions, chapters and the National Office.
- Share the benefits and rewards of your office.
- Give your suggestions for effective leadership of the section/division.