Outgoing Officer To Do List

- 1. Organize all notebooks and files
- 2. Finish all necessary correspondence (letters, e-mail, phone calls)
- 3. Prepare year-end report and evaluation
- 4. Develop action plan and time-line for new officer transition
 - a. Including but not limited to:
 - i. Necessary meetings attended and conducted by officer
 - ii. Important tasks
 - iii. Sharing tasks and duties with other group members
 - iv. Introductions to key people / Relationship building
 - v. One on one meetings and training
 - vi. Financial Information
 - vii. Leadership training
- 5. Complete Outgoing officer information sheet(s) Enclosed
- 6. Prepare / Update Officer Handbook

Outgoing Officer Worksheet

[To be completed by outgoing officer and given to new officer]

Please think through and respond to the following questions regarding your responsibilities. This information will be helpful to your successor.

1.	What I liked best about my job
2.	What I liked least about my job
3.	The most difficult decision I made was
4.	What I could have done to make the experience better was
5.	Obstacles to performing my job effectively were
6.	Aids which assisted me in handling my job were
7.	Things I wish I'd known before I took the job were

<u>Maintaining Continuity: Transition Questions Old</u> Officers

Directions: Many of these questions are geared toward former, or out-going officers. They should be considered carefully and communicated to the newly elected officer. New officers can use these questions to brainstorm ideas or goals for the upcoming term of office.

1.	What do you perceive to be your organizations objectives or goals?
2.	What do you consider to be the responsibility of your office?
3.	What do you wish you had done, but did not?
4.	What did you try that did not work? Why did it not work?
5.	What problems or areas will require attention within the next year?
6.	Who was the most helpful in getting things done? (Who were good resources?)
7.	What should be done immediately in the fall?

Outgoing Officers Major Accomplishments

Accomplishments	Barriers / Limitations	Resources	Solutions	Still to Be Done