

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...

Outgoing Officers Major Accomplishments

Accomplishments	Barriers / Limitations	Resources	Solutions	Still to Be Done

