

Officer Transition Agenda

- I. Welcome and Introductions
- II. The Year in Review
 - A. Goals: Review the group's goals for the previous year.
 - What did we hope to accomplish? How well did we do on each goal?
 - Which goals should be carried on this year?
 - Which goals need to be changed?
 - Which goals are no longer feasible?
 - B. Programs and Activities: Evaluate what your group did.
 - How effective were the programs / activities we sponsored?
 - Did we have a good balance in our schedule of programs and activities?
 - Were our programs and activities consistent with our goals?
 - Which activities and programs do we want to repeat?
 - C. Membership:
 - Evaluate number of members and their commitment
 - Do we have too many, too few, or just the right number of members?
 - Were our recruitment efforts successful?
 - Are our members as actively involved as we want them to be?
 - Were the chances for members to get involved in a meaningful way?
 - D. Officers and Organizational Structure: Evaluate officers and structure.
 - Are officer roles and responsibilities clearly described?
 - Did officers work as a team, or is there more teamwork needed? Is the time and effort required in each office comparable?
 - Is there two-way communication between officers and members?
 - How do the members feel about the officers?
 - E. Organizational Operations: Evaluate finances, communication, etc.
 - Were the finances adequate for our group, and managed properly?
 - Were meetings run effectively?
 - Was their frequency adequate?
 - Did the committee structure work?
 - Did we have scheduling conflicts with other groups or activities?

- F. Advisor Involvement: Evaluate both quality and quantity.
 - Did our advisor provide the support we needed?
 - Did we give our advisors and other faculty a chance to get involved?
 - How could we improve faculty involvement?
- G. Public Image: Evaluate how other groups perceive you
 - How do we see ourselves?
 - Is this how non-members see us?
 - How can we enhance our image?

III. Your Legacy to the New Officer Team

- A. What are the current strengths and weaknesses of the group?
- B. What is the best advice you can give your successor?
- C. What were there major challenges and accomplishments in your term?

IV. Teambuilder Time!

V. Officer Transition

Have the new and outgoing officers meet individually to discuss:

- A. Responsibilities of the position, with a job description if possible.
- B. A timetable for completion of annual duties.
- C. Unfinished projects.
- D. Important contacts and resource persons.
- E. Mistakes that could have been avoided.
- F. Advice for the new officer.
- G. Any questions the new officer may have.
- H. Where the outgoing officer can be reached with future questions.

VI. Wrap-Up