

OUTGOING OFFICER GUIDE

Student Organization Officer Transition Outline

Before the newly-elected officers of your organization officially assume their responsibilities, it is wise for the old and new officers to get together for a "transition meeting." Through such a transition meeting, the new officers will be able to learn from the experience of the outgoing officers and offer continuity and continued growth for the organization. A casual, open atmosphere should be encouraged so that the organization can benefit from an honest evaluation of the accomplishments and problems of the previous year. The following outline can help you make your transition meeting flow as smoothly as possible.

I. **Welcome and Introductions**

(Help participants get acquainted and explain the purpose of the meeting)

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 amount 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. Faculty 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 "outsiders" 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. **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.

V. **Wrap-Up**

"Pass the gavel" in a semi-official ceremony and wish everyone luck! Provide an opportunity for informal socializing.

Adapted from: The Wichita State University Student Organizations' Handbook (1992-1993)

Binders / Files / Notebooks Officer Handbook

Should Include:

1. College Mission Statement
2. Organizational Mission Statement
3. Organizational Constitution and By-Laws
4. Organizational Policies and Procedures
5. Important names and numbers (contact list)
6. Student leader job descriptions
7. Budget information
8. Year-end reports and evaluations
9. Pertinent correspondence
10. Resource list/Student Organization Resource Guide
11. Organizational Calendar
12. Important forms
13. College policies and handbook
14. Organizational goals - both met and unmet
15. Name and contact information of outgoing officers
16. Unfinished project information
17. Organizational Goals
18. Specific Officer / Position goals
19. Judicial Policies - Organizational and College
20. Agendas and Meeting Minutes
21. Any Committee Reports

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
 ~**Including but not limited to:**
 1. Necessary meetings attended and conducted by officer
 2. Important tasks
 3. Sharing tasks and duties with other group members
 4. Introductions to key people / Relationship building
 5. One on one meetings and training
 6. Financial Information
 7. Leadership training
5. Complete Outgoing officer information sheet(s) – Enclosed
6. Prepare / Update Officer Handbook

Outgoing Officer Worksheet

[To be completed before transition meetings and training sessions]

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...

One-on-One Meeting Handout

This handout will assist in officer transition by focusing upon past accomplishments and providing a critique of the year in office. This report should serve as a supplementary resource in planning for the new officer's term.

Office: _____ Name: _____

Date: _____

1. List other officers / chairmen with whom you worked and the projects involved.
2. List specific accomplishments realized during your term in office and the reasons for their success.
3. List any problems or disappointments you encountered as a part of your office and suggest ways of avoiding or correcting them.
4. List supplemental materials and sources of information you found most helpful. Include specific alumni or faculty contacts, university / college officers, community resources, etc.
5. Comment on the timetable applicable to your office. Give suggestions for increasing efficiency and effectiveness.
6. List any other suggestions you feel would be helpful to your successor in carrying out the responsibilities of this office.

Source: NIC Retreat Workbook (verbatim, pg. 47)

EVALUATION AND ASSESSMENT

Outgoing Executive Council Evaluation

1. Have we developed younger members who will prove to be exceptional and involved?
2. Will the membership be innovative and creative after we have left?
3. What programs or governing practices proved to be successful for us?
4. What was our greatest achievement as an executive council?
5. What was our greatest challenge as an executive council?
6. Three goals we would have liked to accomplish:
7. Three goals we would like our successors to achieve / build on:

Source of this guide: The Student Organization Officer Transition Guide from Old Dominion University's Office of Student Life Activities and Leadership

Outgoing Officers Major Accomplishments

Accomplishments	Barriers/Limitations	Resources	Solutions	Still To Be Done

MOTIVATION

Keeping Your Officers and Organization Members Motivated Throughout the Year

Ten Commandments for Student Leaders

1. Look upon all of it as a learning experience.
2. Mistakes are inevitable. You have to learn to live with them, and so do others.
3. Don't get caught up with global issues, such as remaking the whole Wartburg College. Politics is the art of the possible; so pick out some realistic goals and really go for them.
4. Try to strike up a friendship with the administration. They aren't really bad guys and you might have something to learn from them. Also, they are not automatic adversaries. Believe it or not, they like you and want to be helpful as you mature into real leaders.
5. The common good is terribly important. It means the common good for students, faculty, and for the whole University community. You are part of it, so work for it.
6. Be honest, especially with yourselves. Integrity is probably the best quality of a leader.
7. Be open minded. No other attitude makes learning possible. As Winston Churchill said, "All complicated questions have simple answers. However, they are all wrong."
8. Be fair, even with grown ups. Fairness will win them more than anything else.
9. Don't be cynical. A cynic accomplishes nothing. All of us have to be shocked by the injustices we face in life. Cynicism will never conquer them and attain justice.
10. This will probably sound silly, but my bottom line is laughter and love. It is important to be able to laugh at ourselves, which means not to take ourselves too seriously, whether we are President or freshman. Somehow laughter gets us through the most difficult of solutions, but love is important, too, because in a very real sense, we can't work together unless we respect and love each other, young and old.

Taken from letter from Rev. Theodore M. Hesburgh, C.S.C. President of Notre Dame dated 10/30/95

How to Make an Impact as a Student Leader

1. Be a role model.
2. Confront unacceptable behavior.
3. Utilize training experiences.
4. Find the “teachable moment.”
5. Be supportive of others.
6. Actions should reflect words - be consistent.
7. Develop expectations.
8. Present programs that are reflective of your values and organizational values.
9. Be consistent in your organizational promotions / advertisement.
10. Structure experiences.
11. Lead discussion sessions on values and ethics.
12. Develop an organizational and/or personal code of ethics.
13. Make a difference in all that you do!

NACA National Convention, February 1991

What is the Greatest?

Greatest Handicap.....Fear
Greatest Day.....Today
Greatest Mistake.....Giving Up
Greatest Stumbling Block.....Ego
Easiest Thing to Do.....Find Fault
Greatest comfort.....Work Well Done
Greatest Need.....Common Sense
Greatest Gift.....Forgiveness

Use your good judgment in all situations.

There will be no additional rules.

Don't find a fault. Find a remedy.

A Wish for Leaders

I sincerely wish you will have the experience of thinking up a new idea, planning it, organizing it and following it through to completion, and then have it be magnificently successful. I also hope you'll go through the same process and have something "bomb-out."

I wish you could know how it feels "to run" with all your heart and lose... horribly!

I wish that you could achieve some great good for mankind, and have nobody know about it except for you.

I wish you would find something so worthwhile that you deem it worthy of investing your life within it.

I hope you become frustrated and challenged enough to begin to push back the very barriers of your own personal limitations.

I hope that you make a stupid mistake and get caught red-handed and are big enough to say those magic words, "I was wrong."

I hope you give so much of yourself that some days you wonder if it's worth all the effort.

I wish for you a magnificent obsession that will give you reason for living and purpose and direction in your life.

I wish for you the worst kind of criticism for everything you do, because that makes you fight to achieve beyond what you normally would.

I wish for you the experience of leadership.

- Earl Reum

Human Gadgets

We all have a place in the world it is said
And some are the leaders and some are the lead.
We all are parts of a great big machine
Where wheels, great and small, worth with pieces unseen.

Consider your watch... which part would you choose
As the most necessary... the springs or the screws?
The nuts or the bearings, the large cog, or small...
Which one makes it go? Which part most of all?

Take your car... could you do without wheels, without tires...
The batteries, magneto, the spark plugs, the wires?
If you'd take off the steering wheel, take off the clutch
Or remove all the breaks... would it then be worth much?

No, the greatest fly-wheel could not spin without grease
And it's held in place by one small simple piece,
So don't be dismayed when you seem in a rut,
You're important.. Though you may only be a nut!

- Richard Maxwell

From "Life's Little Instruction Book"

H. Jackson Brown, Jr.

- Be the first to say "hello".
- Buy great books even if you never read them.
- Treat everyone you meet like you want to be treated.
- Never give up on anybody. Miracles happen every day.
- Vote.
- Stop blaming others. Take responsibility for every area of your life.
- Admit your mistakes.
- Remember that all news is biased.
- Be brave. Even if you're not, pretend to be. No one can tell the difference.
- In business and in family relationships, remember that the most important thing is trust.
- Think big thoughts, but relish small pleasures.
- Learn to listen. Opportunity sometimes knocks very softly.
- Never deprive someone of hope; it might be all they have.
- Resist telling people how something should be done. Instead, tell them what needs to be done. They will often surprise you with creative solutions.
- Do battle against prejudice and discrimination wherever you find it.
- Let people know what you stand for - and what you won't stand for.
- Become the most positive and enthusiastic person you know.
- Commit yourself to constant self-improvement.
- Don't major in minor things.
- Never cut what can be untied.

It's Not Easy...

To apologize,
To begin over,
To be unselfish,
To take advice,
To admit error,
To face a sneer,
To be charitable,
To keep trying,
To be considerate,
To avoid mistakes,
To endure success,

To profit by mistakes,
To forgive and forget,
To think and then act,
To keep out of a rut,
To make the best of little,
To subdue an unruly temper,
To shoulder a deserved blame,
To recognize the silver lining-

BUT IT ALWAYS PAYS.

Having no trust is at the top of the list.
The other four are: no need, no money,
no hurry, and no desire.

-Murray Raphel

DWYPYWD

It means the same thing backward as forward:

Do What You Promised You Would Do.

Here's why: A recent survey revealed that 90 percent of Americans do not associate the word "trust" with the word "business". What an indictment of the selling profession. But what an opportunity for you and your business. There are really five basic reasons people will not buy from you.

Rules and Thoughts to Live By

1. It ain't as bad as you think. It will be better in the morning
2. Get mad, then get over it.
3. Avoid having your ego so close to your position that when your position fails, your ego goes with it.
4. It can be done!
5. Be careful what you choose. You may get it.
6. Don't let adverse facts stand in the way of a good decision.
7. Check small things.
8. Share credit.
9. You can't make someone else's choices. You shouldn't let someone else make yours.
10. Remain calm. Be kind.
11. Have a vision. Be demanding.
12. Don't take counsel of your fears or naysayers.
13. Perpetual optimism is a force multiplier.