

Officer Transition

leadership.quick tips
Office Transition

“Be an opener of doors for
such as come after thee.”

-Ralph Waldo Emerson

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Keyword: university activities



Leadership Quick TIPS

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Are there things you wish you had known when you inherited this organization? *Leadership transition* is the exchange of organizational information to continue the successful operation of the organization.

Incoming Leaders Need . . .

- Structured opportunities to gather information from predecessors.
- Knowledge of where important materials are stored.
- Support.
- A notebook or folder to record duties, ideas, etc.
- Structured opportunities to “try out” their new roles.
- Information about budget and progress of organization goals.
- Cultivation of observing and sensing skills.

“Success is a journey, not a destination.”
-- Ben Sweetland

Methods of Transition

- Efforts on the front end to provide transition training results in a smoother transition job for the entire organization.
- Outgoing officers: Protect your investment!
- Incoming officers: Take the opportunity to get a head start! Make outgoing officers feel valued. They will continue to be great resources.

1. *Set up a Transition Workshop:* Provide a half day workshop for all new members and out-going members. The workshop should cover specific objectives and can include your advisor.
2. *Independent Study:* Have each new member study the position requirements on their own and then review with their out-going officers.
3. *Job shadowing:* Have the new officers follow the outgoing officers to find out what they wish to do first hand.
4. *Mentoring:* Pair old and new officers for orientation, sharing expertise and discussion about the organization.
5. *Learning Contract:* Provide the new officers with a list of tasks and skills that they will need to provide quality organization leadership. Then have them identify their skill level by discussing the learning contract, and teach them what they don’t know how to do.

Transition Tips

Recruitment/Elections: seek a large pool of diverse candidates, reach out to current leaders, and create a fair and objective election process.

Comprehensive Evaluations: inform candidates of a time-line, provide information meetings to candidates, enable candidates to spend time with the organization in small groups, facilitate enthusiasm by making the process exciting, and notify successful candidates creatively.

“I don’t know the key to success, but the key to failure is trying to please everybody.”
--Bill Cosby



Transition Checklist

- Status Report (goals, budget, membership, long-range plans, records/archives, events/activities, etc..)
- Position Description Overview (responsibilities)
- Constitution and Bylaw Review
- Organization Private Account (updated? accurate?)
- Introduction to Key Resource People
- Review leadership training opportunities (See University Activities in SCTR L104), for marketing resources, campus governing bodies, sources of funding/budgeting procedure, and campus posting policy.
- Advisor Contact and Introduction
- Housekeeping Details (meeting space, office hours/ keys, organization files, etc.)
- Time to Talk

“Good leaders are like baseball umpires, they go unnoticed when doing their job right.”
--Byrd Baggett