Transition Binder Checklist

Constitution/Bylaws
Contact Information
  Executive Officers (old and new)
  Members
  Advisor
  Partners on Campus
  Agents
  Building Managers
  National Headquarters
Password Information
  Email
  Social Media
Officer Position Description/Contract
Agendas/Minutes
Correspondence
Event Information
  Budget
  Allocation Board Forms
  Contact Information
  Catering Information
  Vendors
  Samples of Advertisement
  Evaluations
Budgets (past and proposed budget)
  Fundraising
  Receipts/Invoices
National Organization Information
  Conferences
  Dues
  Constitution/Bylaws/Rules
Publications and Newsletters
Transition Information
Progress Reports-Unfinished Business
Calendar
Contracts
Forms
Policies
Organizational Goals and Objectives
Mailing Lists
Organizational Chart
Membership Recruitment
Information and Timeline
Letter from old to new officer
Incoming Officer Questionnaire

1. What are three things you hope to accomplish during your term as an officer?

2. What are three questions you have for the outgoing officers?

3. What are you most excited about as an officer?

4. What is the “why” for this organization?

5. What are you most excited about as an officer?

6. What are your expectations of your fellow officers? Advisor?

7. In general, what are three questions you have about anything related to managing, coordinating, and furthering this organization? (these can be answered by the advisor, outgoing officers, Office of Student Activities staff, etc.)
Incoming Officer To Do List

- Read transition binder and officer transition worksheet
- Meet with outgoing officer and RSO advisor
- Make appointments with key people
- Read through the RSO information on the OSA website osa.uark.edu/rso
- Read through policies (RSO, Reservation, University)
- Ask for help!
- Fill out the Incoming Officer Questionnaire
- Figure out your goals for your officer position
Officer Transition Worksheet

Please think through and respond to the following questions regarding your responsibilities. The 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 strengths and areas of improvement for the RSO are...

4. The most difficult decision I made was...

5. What I could have done to make the experience better was...

6. Obstacles to performing my job effectively were...

7. Aids which assisted me in this position were...

8. Things I wished I’d known before I took this job were...
9. Beyond what is listed in the constitution the responsibilities of this office are...

10. I wish I had done...

11. What did I try in this office? They did or did not work because....

12. The following areas will require attention within the next year....

13. The following people/things were great resources....

14. I would pursue the following things in the fall semester....

15. I would use the following timetable to accomplish your position responsibilities....

16. The legacy I hope to leave with this organization...

17. My three most important pieces of advice are...
Outgoing Officer To Do List

- Complete transition binder throughout the entire year
- Complete the officer transition worksheet
- Finish all correspondences
- Attend officer transitions meetings
- Review constitution/bylaws
- Meet with incoming officers. Take the time to let them shadow you in your role. Show them how to successfully navigate the position
- Do not “drop off the edge of the earth”
- Introduce incoming officer to resources
- Update RSO database with new officer information
- Review job descriptions
- Clean/organize office space