Advising the Officer Transition

RSO Advisor Development Series
February 12, 2014
Why Officer Transition Is Important

- Continues Legacy of the Group
- Student leaders are prepared
- Opportunity to work with outgoing officers
Advisor’s Role
Advisor’s Role

- Invest in the Future of the RSO
- Encourage Record Keeping
- Facilitate Transition Meetings
  - 1. Only outgoing officers
  - 2. Individual old + new
  - 3. New officer team
Invest in the Future of your RSO
Invest in the Future

Preparing for the future of the organization should be an on-going project throughout the year.

This takes the form of:
- Developing younger members to eventually take on leadership roles.
- Taking the time to meet with members.
- Allowing potential officers to attend executive board meetings.
Help Students Be Proactive!

- Ask questions to help students think of RSO’s future beyond their tenure
- Let younger members explore leadership
- Schedule elections to allow a transition period.
Record-Keeping

- Use of Transition Binder
- All important information in one location.
- *Transition Binder Checklist*
Facilitating Transition Meetings
Step One: Outgoing Officer Meeting

Assess: The Year in Review
Outgoing Officers

By first assessing the previous year without new officers present, outgoing officers can prepare for transition meetings with new officers.

Assess, recognize the year’s achievements, then help outgoing officers develop POSITIVE advice for new incoming officers to move forward

“Leaving their legacy”
Outgoing Officers - Reflect

Fill out “Major Accomplishments” worksheet

Lists:
- Each accomplishment
- Barriers/Limitations
- Resources used
- Solutions
- Still to be done
Year in Review
(Outgoing Officers)

Goals
- What was achieved, what wasn’t?
- Barriers to goals?
- Resources?
- What should new officers continue to work on?
- What should be discarded?
Year in Review
(Outgoing Officers)

Programs and Activities
- Were they relevant / effective?
- Too many? Not enough?
- Marketing strategies?
- Planning?
- Which ones should be repeated next year?
Year in Review
(Outgoing Officers)

- Officers / Organizational Structure
  - Are there clear job descriptions for officers?
  - Are there any unwritten expectations?
  - Is more teamwork needed?
  - How are work levels divided among officers?
Year in Review
(Outgoing Officers)

Organizational Operations
- Adequate finances?
- Were finances managed effectively?
- Did meetings run effectively?
- Too many meetings? Not enough?
- Is member input considered?
- Effective committee structure?
Year in Review
(Outgoing Officers)

- Role of Advisor
  - Communication between officers and advisor?
  - Too much or not enough involvement from advisor?
  - Advisor / officer expectations of each other?
Year in Review
(Outgoing Officers)

Public Image

- How do outsiders view the organization?
- How do members view their organization?
- How can image be enhanced?
Step Two: New + Old Officers

Individual and Group Transition Meetings
Transition Meetings
(Group: Old and New Officers)

- Review the year
- Have old officers provide insight/advice
Each outgoing officer should meet individually with the officer who is taking over

To help facilitate conversation:

- Have each officer fill out "Outgoing Officer Worksheet" or "Incoming Officer Worksheet" and "One on One Meeting Handout"
Step Three: New Officer Team

Planning, Goals and Setting Expectations
New Officers

- Complete Re-Registration Packet (April 15-September 15)
- Review Outgoing officers comments
- Establish Goals (individual and group)
- Train on resources, policies and procedures
Utilize Resources

Office of Student Activities staff are always willing to do Officer Orientations

SOOIE

Locker Space
Questions?

Thanks for coming! A copy of this presentation and handouts will be posted on osa.uark.edu