



Officer Transition Resource Packet



TRANSITION BINDER CHECKLIST

- Constitution
 - Bylaws
 - Position Description
 - Expectations
 - Policies
 - Organizational Chart
- Contact Information
 - Previous Executive Officers
 - Positions
 - Personal Email
 - Phone number
 - Upcoming Executive Officers & Positions
 - Positions
 - Personal Email
 - Phone number
 - Members
 - Advisors
 - Partners on Campus
 - Partners off Campus
 - National Organizations (if applies)
- Password
 - Emails
 - Social Media
 - Facebook
 - Twitter
 - Instagram
 - Snapchat
 - Hootsuite
 - LinkedIn
 - Websites
- Contracts
 - Position Description
 - Officer Expectations
 - Office Hours
- Event Information
 - Budgets
 - Previous OFA Budget Applications
 - Receipts
 - Invoices
 - Event Timeline
 - Run-of-show
 - Catering
 - Organization's Purchase Order (PO) Number
 - Room Reservation
 - Vendors
 - Past Promotional Materials
 - Attendance
- Previous Posters
- Previous Marketing Materials
- National Organization Information (if applies)
 - Conferences
 - Dues
 - Constitution/Bylaw/Rules
- Public Relations
 - Past Newswire Stories
 - Publications
 - Organization Newsletters
 - Templates
- Goals and Objectives
 - SMART Goals
 - Specific
 - Measurable
 - Attainable
 - Relevant
 - Timely
 - Membership Recruitment
 - Mailing Lists
 - Listservs
 - Unfinished Business
 - Information and Timeline
- Advisor
 - Progress Report
 - Individual Meetings Schedules
- Transition Material
 - Letter from Old to New Officer
 - Any Position Specific Information
- HOGSync
 - RSO Re-Registration
 - Updating Officers & Start/End Dates
 - Updating Faculty
 - Review Constitution
 - Update Profile Picture
 - Update Keywords
 - Customizing Portal
 - Adding All Upcoming Events
 - Request Inclusion on Campus Calendar (Open to All Students)
 - Preparing Agendas and Minutes
 - Uploading Upcoming Agenda and Minutes

HOGSYNC

1. Re-registration (due June 30th)
 - a. Video under the Office of Student Activities HOGSync forms:
https://video.uark.edu/media/RSO+Re-Registration+Training+Video/1_tp18yf6i
 - b. Before updating, you must go into the positions tool and edit your term end dates for your RSO officers, certified members, and advisors (must be at least a day before the date you are re-registering. (Yesterday).
 - c. If not registered, you will lose benefits for the Fall 2018
2. Renew portal and have a complete profile
3. Have all people listed on registration complete certification forms
4. President and Treasurer must complete video training and score 80% or higher on the quiz
5. Future officer, advisor changes must be done through “Fill a Position” under “See All”.

GOAL SETTING

Letter	Most Common	Alternatives
S	Specific	Significant, Simple, Sustainable, & Stretching
M	Measurable	Meaningful, Motivational, & Manageable
A	Achievable	Attainable, Acceptable, Action-oriented, Aspirational, & Aggressive
R	Relevant	Realistic, Reasonable, Rewarding, Results-based, & Results-oriented
T	Time-bound	Time-based, Timely, Time-oriented, Tangible, Time-framed, Time specific, & Trackable

OUTGOING OFFICER TO-DO LIST

- Complete officer transition worksheet
- Finish all correspondences
- Attend officer transition meetings
- Review constitution/bylaws
- Train incoming officers
- Introduce officers to Office of Student Activities resources
 - SOOIE
 - RSO workspace
 - ASG Funding
 - Office Space applications
- Maintain contact with new officers
- Review job descriptions and expectations
- Review organization’s structure
- Clean and organize office space

INCOMING OFFICER TO-DO LIST

- Meet with outgoing officer & RSO advisor
- Schedule informational meetings with staff and partners
- Read through policies: osa.uark.edu
 - RSO/University
 - Finances and Fundraising
 - Events
 - Reservation
 - Catering
 - Travel
 - Trademarks
- Maintain contact with previous officers
- Set personal/team goals
- Set personal/team expectations
- Go through transition binder

LEGACY

1. What will you be leaving to your next RSO leadership Group?
 - 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 three major challenges and accomplishments in your term?

INCOMING OFFICER QUESTIONS

1. What are three things you hope to accomplish 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 are your expectations of your fellow officers?
5. What are your expectations of your advisor?

RSO TRANSITION QUESTIONS

1. The strengths of the RSO are.....
2. The areas of improvement for the RSO are.....
3. The following areas will require attention within the next year.....
4. The following people/things were a great resource.....

HELPFUL CONTACTS

Mary Skinner, Director of Student Activities (Legal Questions Related to RSO's)

Amber Widdowson, Assistant Director for Registered Student Organizations awiddow@uark.edu

- ASG Financial Affairs Advisor
- SOOIE Advisor
- Student Involvement Awards
- RSO Offices and Workspace
- Weekly Event RSO Listserv Email
- RSO Funding Questions
- RSO Re-registration (HOGSync)
- Advisor Development Workshops

Rosa Edwards, OSA Office Manager | Administrative Support Supervisor rjedwar@uark.edu

- Fundraising
- Trademark
- General RSO questions
- Email/Website/Listserv Requests
- Email Password Resets
- RSO Listservs
- RSO Information Requests
- Reserving RSO Meeting Space or A640 Conference Room

Graduate Assistant for Registered Student Organizations

- New RSO Registration
- SOOIE Secondary Advisor
- Pre-Event Consultations
- Weekly RSO Events Listserv

Jean Oden, Fiscal Support Specialist joden@uark.edu

- Pre-Event Consultations
- RSO Funding Packet Pickup

Jody Preece, ASG Office Manager | Fiscal Support Specialist jodyp@uark.edu

- RSO Funding Packet Pickup
- Funded RSO Financial Processing

ASG Treasurer | Office of Financial Affairs, asgtres@uark.edu

SOOIE President | sooie@uark.edu