

Organized and Effective Officer Transition

Lauren Purcaro

Assistant Director, Center for Student Involvement
Adelphi University



What's So Important About This?

- Minimizes the confusion of leadership changeover.
- Gives outgoing leaders a sense of closure.
- Utilizes the valuable contributions of experienced leaders.
- Helps incoming leadership absorb the special expertise of the outgoing leadership.
- Increases the knowledge and confidence of the new leadership.
- Minimizes the loss of momentum and accomplishments for the group.

When should a Transition Binder Be Made?

- Begin Early!
- Groom the future
- Hold a transition training with all positions present

Make It Official

- Give them ALL information to succeed.
- Change of officers Ceremony
- Membership Retreat
- One on One follow ups



I Wish Someone Told Me...

- Effective skills
- Goals
- Ideas
- Challenges
- Introductions to administration



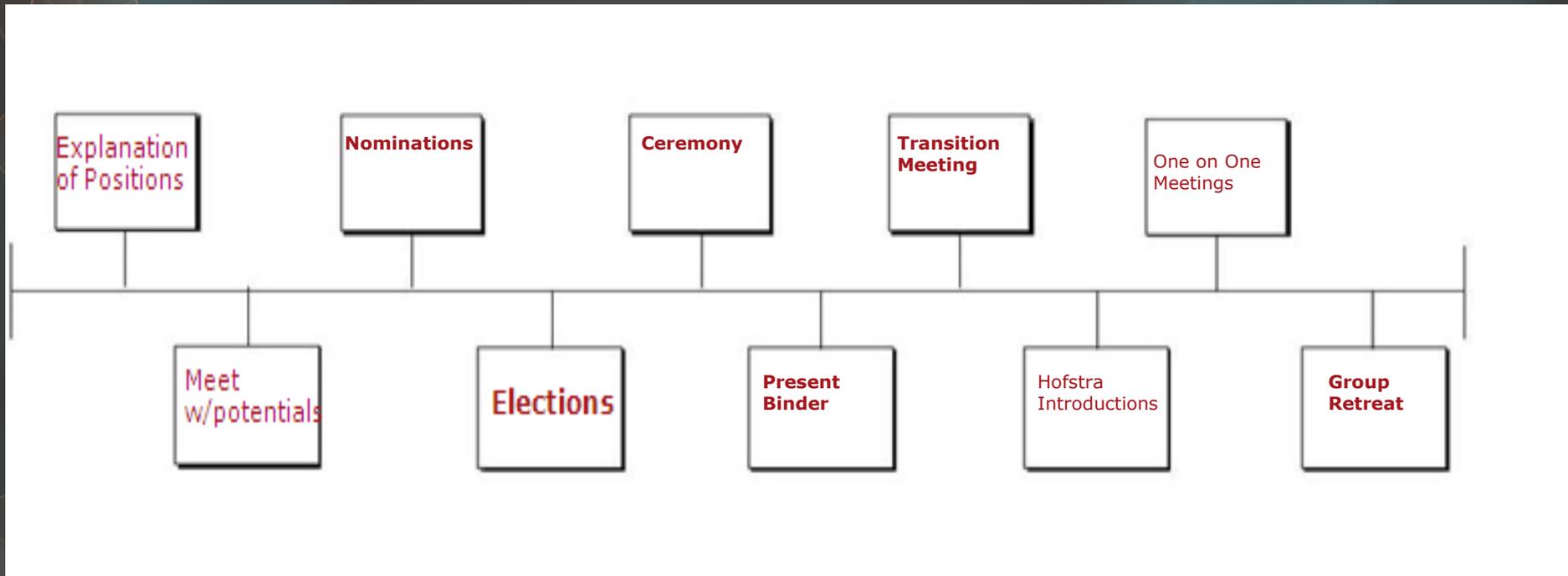
What's in a GREAT Binder?

- What I liked best about my position
- What I liked least about my position
- The most difficult decision I made was
- What I could have done to make the experience better was
- Obstacles to performing my duties effectively were
- Aids which assisted me in handling my job were
- Things I wish I'd known before I took office were
- What do you perceive to be your organizations objectives or goals?
- What do you consider to be the responsibility of your position?
- What do you wish you had done, but did not?
- What did you try that did not work?
- Why did it not work?
- What problems or areas will require attention within the next year?
- Who was the most helpful in getting things done? (Who were good resources?)
- What should be done immediately in the next semester?

Don'ts of Eboard Preparation

- Expect that everyone understands the role of a position
- Assume because you have meetings they remember the role
- Expect goals to be met
- Pass over the position and check out
- Believe no one will be as good as you

Timeline



Questions?

Thank you!

Email: lpurcaro@adelphi.edu