Office of Leadership and Student Involvement

Officer Transitions Workshop

Friday, April 1st
Welcome

DONUT BE A FOOL, GRAB A DONUT!

DON'T BE A FOOL ABOUT OFFICER TRANSITIONS!
Leadership Workshop

Friday, April 1st
10:00 - 11:00 am
Scianna Hall 1046
Today’s Agenda

- Notifying Advisors
- Outgoing/Incoming Checklist
- Updating LSI Office Helpful Resources
- Campus Groups Tutorial
Notifying Organization Advisors

TIME - IMMEDIATELY FOLLOWING OFFICER SELECTIONS

WHY?
ADVISORS ARE THE CONNECTING LINK BETWEEN STUDENT ORGS AND MANY SITUATIONS THAT REQUIRE THEM TO BE IN THE KNOW
SETTING UP OFFICER TRANSITION MEETING

- Schedule one-on-one meeting with incoming officer in your specific position and/or
- Plan for an officer retreat with incoming and outgoing exec boards
- Introduce officer to key contact people, especially your group’s advisor(s)

- Prepare ahead of time and bring all needed documents and information to pass over
- Help them plan their first courses of action over their first few months
- Officer job descriptions and written expectations for each new officer regarding their role and responsibilities
LESSON 1
Make sure to send your advisor the list of new officers.
Make sure space is reserved for all annual events, and get a copy of these reservations.
Organize all notebooks and files.

LESSON 2
Finish all necessary correspondence (letters, e-mail, phone calls).
Allow incoming officers to shadow outgoing officers if time permits.
Make sure to tell the new President that they need to re-register the student organization for the upcoming academic year.

OFFICER HANDBOOK
Preparing Binders/Files/Notebooks
To properly transition, outgoing officers should keep the following documents throughout the year and organize them in a binder to hand off to the new officer.
# INCOMING Officers Checklist

## LESSON 1
- Understand present and future programs
- Develop a master calendar with meetings, programs, and events
- Establish meeting agendas, meeting times, and locations

## LESSON 2
- Establish new goals and prioritize
- Try to arrange for new officers to keep in contact over the summer break
- Utilize your advisor and Office of Leadership and Student Involvement resources

## LESSON 3
- Consider making fall leadership training mandatory for new leaders and officers—go together as a board
- Check email often over summer for important dates, deadlines, and correspondence from your advisor
Updating The Office of Leadership & Student Involvement (LSI)

- Changes and Updates Form
- Organization Information Form
- Campus Groups
Campus Groups Tutorial

HELPFUL HINTS
Hi, Halle!

See what's happening in United States - (View & Edit Profile)

Welcome to USM CampusGroups

We are glad you are here!
This will be the homepage of where you can find all of the registered student organizations on campus.

If you have questions, our office will be happy to assist. Please email us at lsi@usm.edu or visit our website at www.usm.edu/lsi.

USM LSI Instagram

LSI Twitter

Office of Leadership and Student Involvement
Common Needed Resources on LSI website

- Large Event Request Form
- Hub Headlines
- Student Organization Funding
- Student Organization Policies
- Event Planning Guide
- Diversity and Inclusion Resources
RESOURCES FOR TRANSITIONS

OFFICER TRANSITION IS A BIG DEAL. MAKE SURE YOU ARE PREPARED BY UTILIZING THESE RESOURCES.
Office of Leadership and Student Involvement

Officer Transition

Officer transition is a BIG DEAL. Make sure you are prepared by utilizing these resources.

- Officer Transition Manual
- Leadership Transition Checklist
- Leadership Resource Library
Upcoming Deadlines

- Rosters
- Campus Groups (Spring)
Re-Registration
Due April 4th

BE ON THE LOOK OUT FOR SOO DATES SOON
Thank you!

DO YOU HAVE ANY QUESTIONS FOR ME?