



Office of Leadership and Student Involvement

# Officer Transitions Workshop

Friday, April 1st



# Welcome



**DONUT BE A FOOL, GRAB A DONUT!**





# Today's Agenda

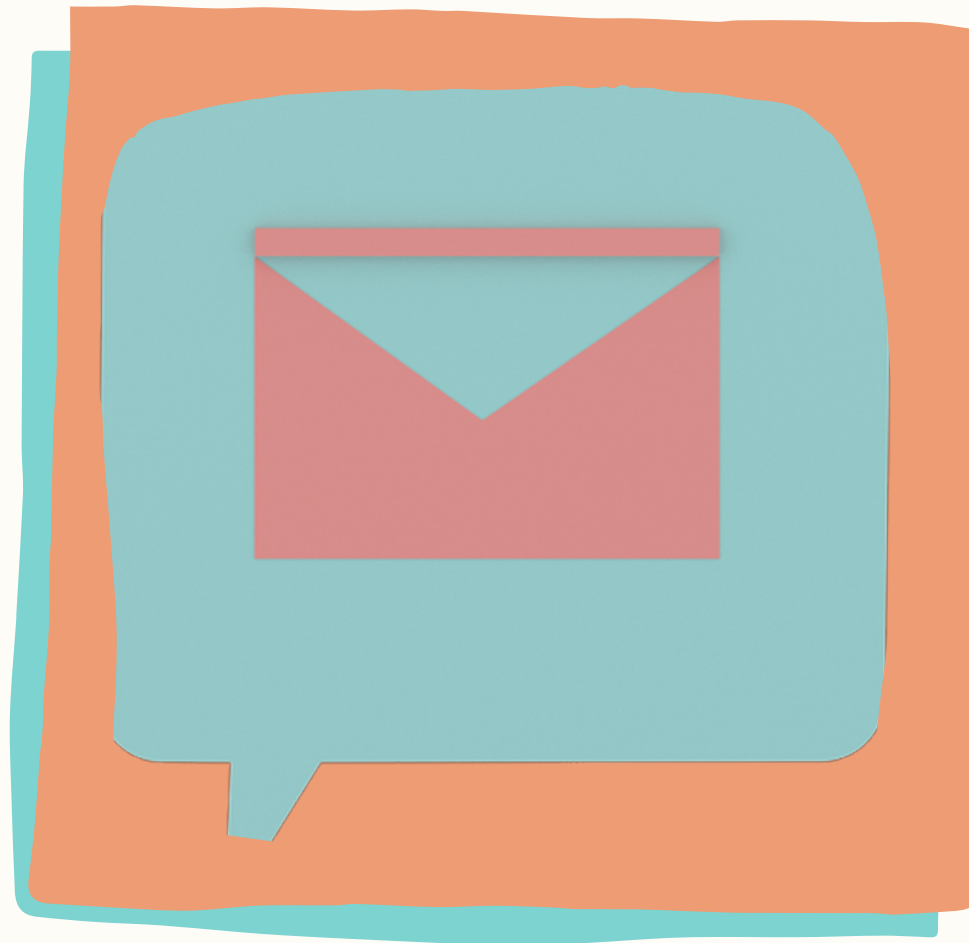
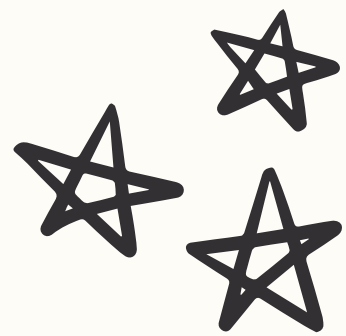
**Notifying Advisors**

**Outgoing/Incoming  
Checklist**

**Updating LSI Office  
Helpful Resources**

**Campus Groups  
Tutorial**

# Notifying Organization Advisors

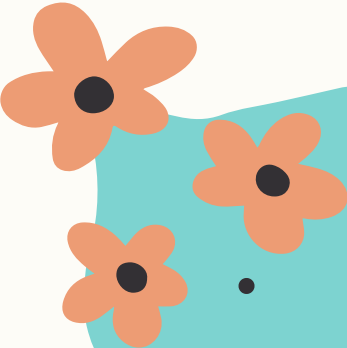
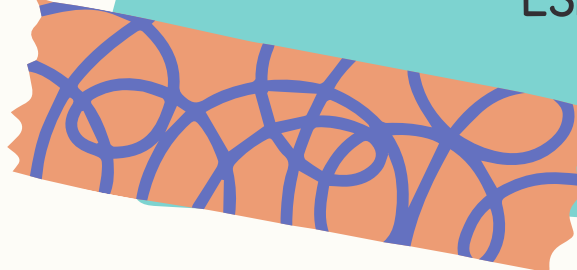




TIME -  
IMMEDIATELY.....  
FOLLOWING OFFICER  
SELECTIONS  
.....



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

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- SCHEDULE ONE-ON-ONE MEETING WITH INCOMING OFFICER IN YOUR SPECIFIC POSITION AND/OR
  - PLAN FOR A 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



# OUTGOING Officers Checklist

## 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



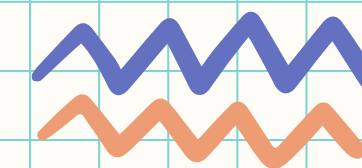
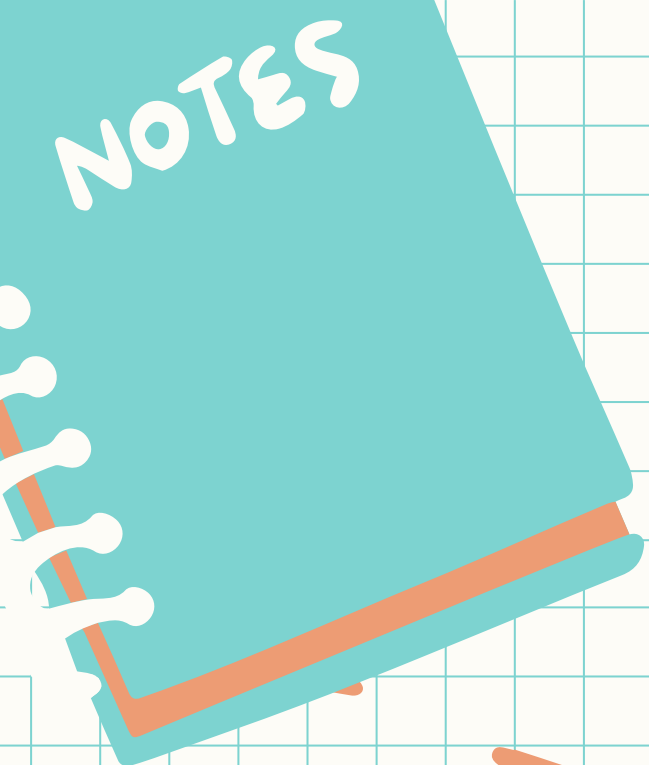
ORGANIZATION  
INFORMATION FORM



CAMPUS GROUPS

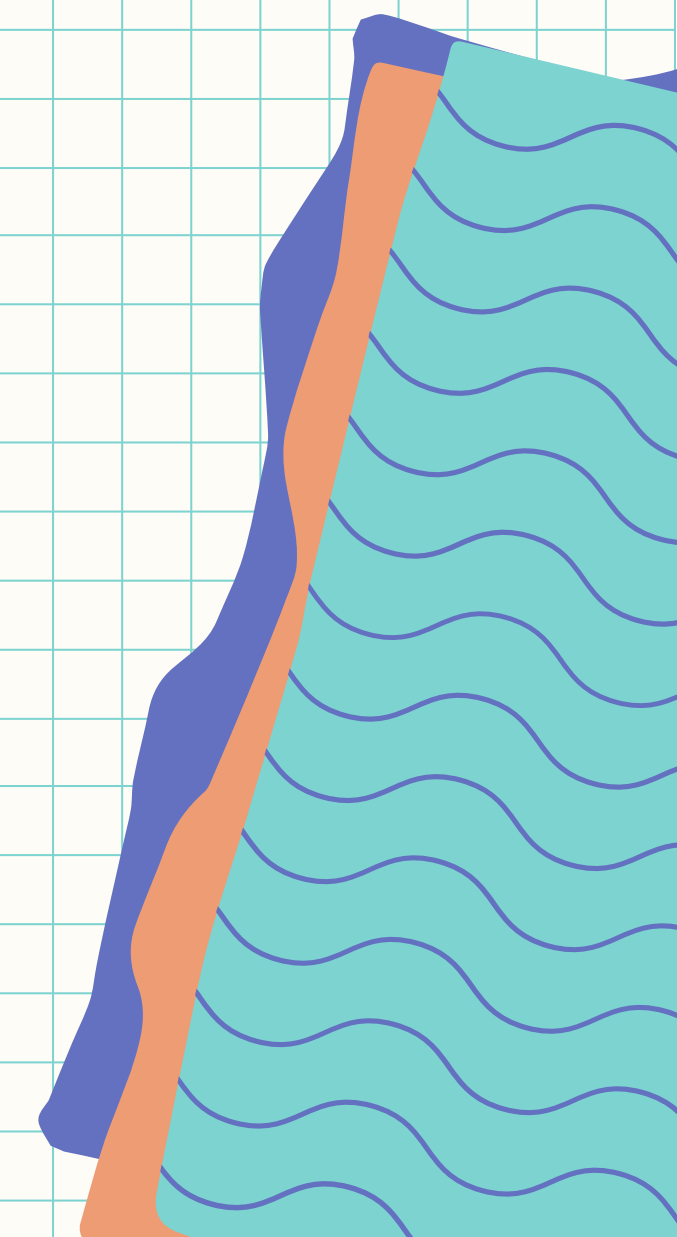
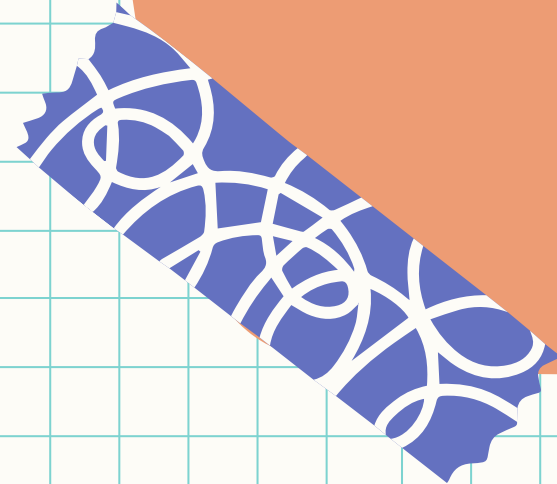
















# Campus Groups Tutorial

HELPFUL HINTS



-  Home Page
-  Feeds
-  People

- MY ACTIVITY
-  My Groups
  -  My Events
  -  My Meetings
  -  My Involvement >
  -  My Surveys/Forms
  -  My Workflows 17
  -  More >



# 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](mailto:lsi@usm.edu) or visit our website at [www.usm.edu/lsi](http://www.usm.edu/lsi).



USM LSI Instagram



LSI Twitter



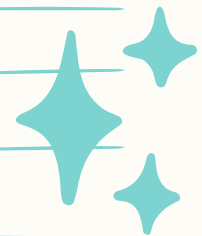
Office of Leadership and  
Student Involvement

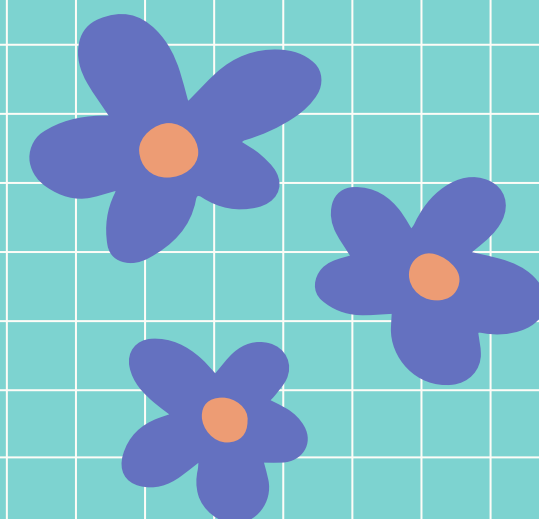


# Common Needed Resources on LSI website



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



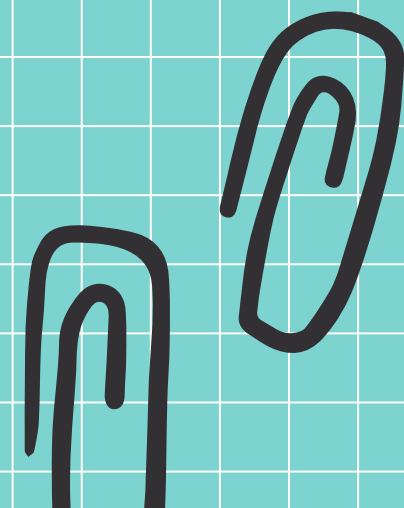
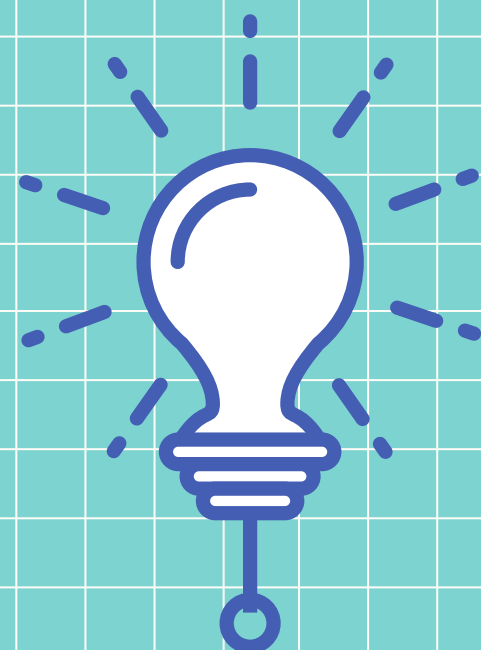


## RESOURCES FOR TRANSITIONS



SCAN ME

OFFICER TRANSITION IS A BIG DEAL. MAKE SURE  
YOU ARE PREPARED BY UTILIZING THESE  
RESOURCES.



# Office of Leadership and Student Involvement

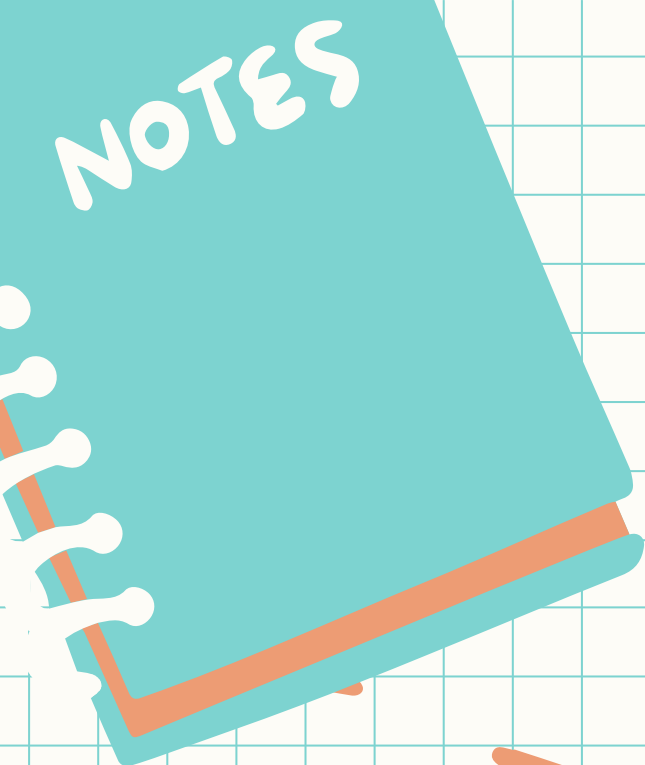
[About](#)[Forms & Policies](#)[Leadership Opportunities](#)[Resources](#)[Student Involvement](#)[SMAC Programming Board](#)[Student Government  
Association](#)[Support LSI](#)[USM Home](#) / [Office of Leadership and Student Involvement](#) / [Officer Transition](#)

## Officer Transition

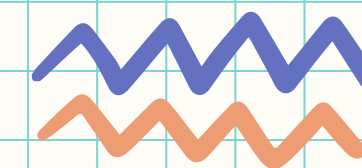
Officer transition is a BIG DEAL. Make sure you are prepared by utilizing these resources.

- [Officer Transition Manual](#)
- [Leadership Transition Checklist](#)
- [Leadership Resource Library](#)





# Upcoming Deadlines

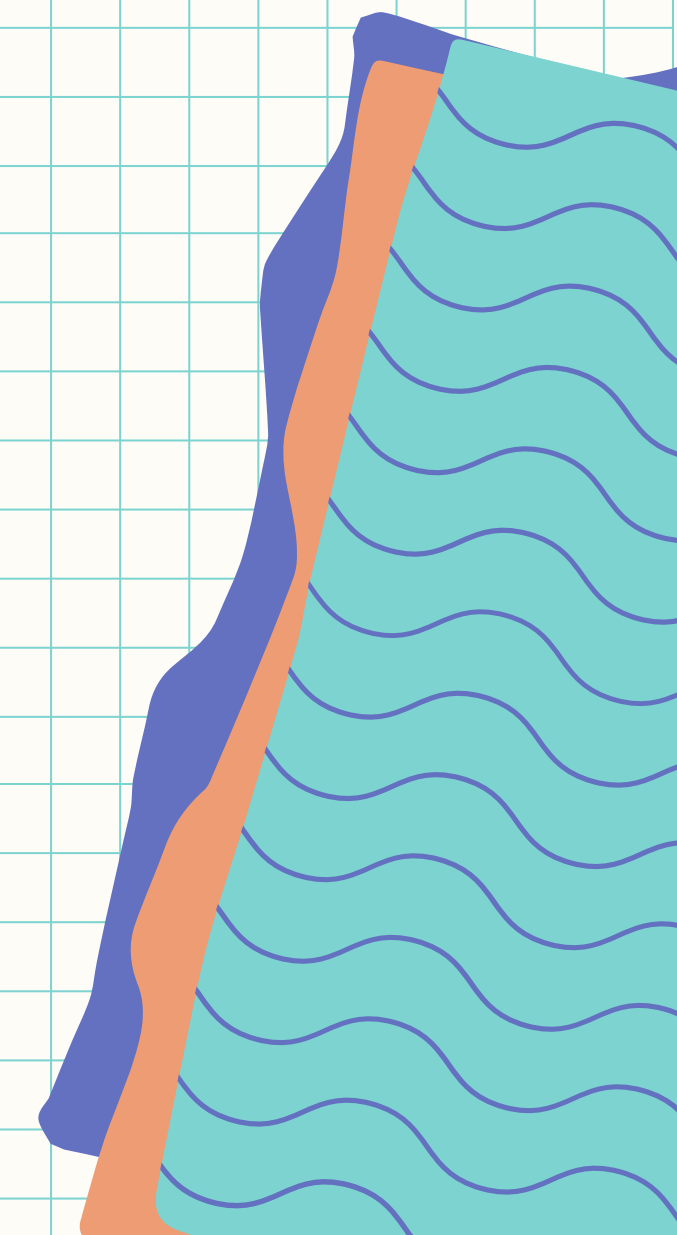
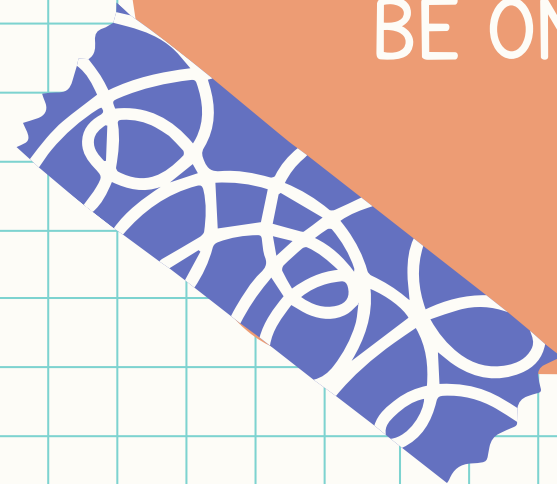


- Rosters
- Campus Groups (Spring)

Re-Registration

Due April 4th

BE ON THE LOOK OUT FOR SOO DATES SOON







Thank you!

DO YOU HAVE ANY QUESTIONS FOR ME?