

EIGHT THINGS TO DO BEFORE LEAVING OFFICE...

1. Recruit Officers: Think about the members and their leadership talents and skills. Begin encouraging specific individuals to consider running for a leadership position.



2. Interview Officers: The interview process benefits both the candidates as well as the organization. Officer candidates develop life-long professional interviewing/communication skills. The nominees have the opportunity to communicate their goals, personal priorities and leadership skills.

3. Nominate Officers: Many organizations effectively use a nominating committee to first interview and then recommend officers to run for elections based on their skills and leadership qualities. After interviewing all candidates, the nominating committee slates officers for each position. Through this process, officers are recommended to the membership for their vote.

4. Gather Officer Notebook Contents: Each officer should have a thorough notebook containing important materials and documents for their leadership position. Outgoing officers should clean out and/or replace other important resources for the officer notebook.



5. Meet with New Officers One-on-One: The one-on-one meeting is



one of the most important steps in officer transition. The new officer can walk through all of the responsibilities related to their new position along with their predecessor. This period also provides structured time for the new officer to ask questions and to understand the flow of work during their term of leadership.

6. Develop an Outgoing/Incoming Officer Retreat: An outgoing/incoming officer retreat will provide the council-elect a strong foundation of information, resources, and leadership expectations. Communicate the purpose of the retreat with all attendees. Decide on the retreat activities and priorities. Determine the length, time and location for the retreat. Gather the appropriate materials and start the retreat!

7. Develop an Officer-Elect Retreat: Getting away from the campus and its incessant demands can be a refreshing opportunity to give the new leadership of the organization the opportunity to reflect on past successes and programs, and to look ahead to the future success of the group. This second retreat offers a concentrated period of time for a group to step back and take an objective look at itself.



8. Meet with Campus Administrators and Community Leaders: Developing relationships with key campus and community personnel is one of the many benefits and responsibilities of leadership. The new officers should take time to set face-to-face meetings with the people who will be able to assist with program development and issue resolution.