

# ADVISING OFFICER TRANSITION

## WHY IS OFFICER TRANSITION IMPORTANT?

- Maintains effective continuity of the organization progress, goals, and growth.
- Helps ensure successful transfer of important information.
- Positively impact membership and student participation
- Helps build upon the achievements of the past
- Re-enforces positive/productive communication between members/officers.
- Gives the organization a head start in planning for the future and establishing new goals.
- Gives incoming officers a head start in their development.
- Provides proper closure for out-going officers.

## ASSISTING WITH A FAIR SELECTION PROCESS

- Review organization constitution regarding offices, selection, and election process.
- Meeting with current officers prior to selection process.
  - What are their plans for transition?
  - What are the needs of the organization?
  - How will the process be communicated to members?
  - Create a timeline to follow.
- Be available to address any issues.
- Follow-up with current officers regarding progress and outcomes.

## WHAT ROLE DOES THE ADVISOR PLAY?

- Assist current officers implement a fair, meaningful selection process
- Facilitate the meaningful transfer of information between officers.
- Serve as a resource to new officers.

## FACILITATING THE MEANINGFUL TRANSFER OF INFORMATION

- Bring out-going & incoming officers together.
- Facilitate discussions about:
  - Prior year's goals and accomplishments.
  - Organizational status issues.
    - ◆ Membership recruitment & Retention
    - ◆ Finances
    - ◆ Unresolved Issues
    - ◆ Planned/Annual Events
    - ◆ Structural/Organizational Issues
    - ◆ Anticipated issues in the Next Year
    - ◆ External Relationships with others on/off campus
- Assist with Transfer and Review of Records.
  - Budgets and Financial Records
  - Membership Rosters and Contact Information
  - Constitution
  - Timeline of Organization Activities
  - Key Contacts Information (Advisors, Vendors, Faculty, Staff, Others)
  - Past Meeting Minutes/Agendas
- Development of a Permanent Binder by Current Officers.
- Meeting with In-Coming Officers
  - Develop goals for up-coming year.
  - Remind officers of RSO Registration.
  - Assist with event planning.
  - Assist with developing a budget and/or applying for RSO funding.
  - Review the organization's constitution and make any necessary amendments.
  - Establish your role with the organization. (See advisor checklist handout)
  - Assist in reviewing the timeline of organizational activities.
  - Encourage the scheduling of regular meetings.
  - Familiarize yourself with campus resources
  - Follow-up, Follow-up, Follow-up