



Officer Transition Guide

Outgoing Officer Guide

Okay, you have a successor for your position within your student organization. What do you do now?

Before you can transition the incoming officers, creating a “Year in Review” file might be helpful for you and other officers to find closure. Set up a meeting to recap the year as an executive board.

Outgoing Officer Worksheet

Complete BEFORE transition meetings and training sessions!

Think about and respond to the following questions:

1. What I liked best about my job...
2. What I liked least about my job...
3. What I could have done better to make the experience better was...
4. Obstacles to performing my job effectively were...
5. Resources which helped my handle my position were...
6. Things I wish I'd known before I took the job were...

Officers in Training

Create a 3 ring binder...

All group members should have a constitution, a contact list of all members, and a projected annual schedule

President:

- Constitution/By-Laws
- All officers/job descriptions
- Budget Information
- Contact information
- Advisor, community contacts, etc.
- Copy of group history

Vice President:

- Constitution/By-Laws
- Same materials as president
- Record everything position is responsible for (varies from group to group)

Secretary:

- Constitution/By-Laws
- Contact sheet for members
- Alumni contact info
- Past minutes
- Paperwork related to position

Treasurer:

- Constitution/By-Laws
- Budget information
- Bank information
- Budget history
- Advisor contact information
- Allocation and Fundraising information

Various:

- Constitution/By-Laws
- Copy of budget
- Job descriptions
- "Ideas" folder for position
- Event resources
- Relevant position information

Incoming Officer

Incoming Officers – “Goals, Dreams, and Priorities”



Working with your Advisor

As viewed by the advisor:

The Role of your Advisor

All Sport Clubs are required to have a current faculty/staff advisor. They shall be very helpful and active within the club. Sport Clubs shall rely on them for assistance with activity planning, fund-raising, budget preparation, and problems with club members.

The advisor position for a sport club is unique and essential to the success of the club. Each advisor provides interpretations of university guidelines, aid in the development of student leaders and professional leadership to compliment the Sport Club administrators. Advisors are selected from the Lamar University staff to act as club advisor.

He/she shall serve as a resource person regarding University matters and help club members (l)-14(ub l)-14(ub5uC1 Tf 14(ou)20(r)-3(c)4(e pe)20(r)-3(s)4(on)20(Tc 0 Tw ()TI)-14(bu20

Motivation

Keeping your officers and organization members motivated throughout the year

Ten Commandments for Student Leaders

1. Look upon all of it as a learning experience.
2. Mistakes are inevitable. You have to learn to live with them, and so do others.
3. Don't get caught up with global issues, such as remaking the whole university and outgunning the trustees. Politics is the area of possible; so pick out some realistic goals and really go for them.
4. Try to strike up a friendship with the administration. They aren't really bad guys and you have something to learn from them. Also, they are not automatic adversaries. Believe it or not, they like you and want to be as helpful as you mature into real leaders.
- 5.

How to Make an Impact as a Student Leader

1. Be a role model
2. Confront unacceptable behavior
3. Utilize training experiences
4. Find the “teachable moment”
5. Be supportive of others
6. Actions should reflect words – be consistent
7. Develop expectations
8. Present programs that are reflective of your value and organizational values
9. Be consistent in your organizations promotions and advertisements
10. Structure experiences
11. Lead discussion sessions on values and ethics
12. Develop and organizational and/or personal code of ethics
13. Make a difference in all that you do!