# QUICK TIPS

The transition of leadership for your organization can be smooth or a complete disaster, and may determine the effectiveness of the group for years to come.

**A smooth transition is:**

- **The responsibility of both the outgoing and incoming members**
- **A way to help the group avoid starting over or starting from scratch each year**
- **The transfer of significant organizational knowledge**
- **A sense of closure for the outgoing members**
- **A utilization of the valuable contributions of experienced leaders**
- **A time for the new leadership to absorb the expertise of the outgoing members**
- **A great opportunity for outgoing leaders to evaluate the year**
- **An orientation for new leaders**
- **The leadership changeover period**
- **A time for the incoming leaders to ask questions and the outgoing leaders to offer advice**
- **An outgoing leader's last chance to say "I wish I had done this ....."**

TIGER BITS is a publication of the Center for Student Involvement. Copies available in the CSI, lower level rm. 014, FHSU Memorial Union, Fort Hays State University 628-4664.

Center for Student Involvement
Fort Hays State University

CSI staff offer programs and consultation in these and other areas of personal and organizational leadership.

Information adapted from the Student Organization and Leadership Development Center at The University of Kansas

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TIGER BITS

Tips on Leadership Development for GROUPS

# OFFICER TRANSITION

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## Working with new officers:

- √ Share effective leadership qualities and skills
- √ Share problems and helpful ideas, procedures and recommendations
- √ Go over reports containing traditions, ideas, completed projects, concerns, loose ends, ideas that came up that were never implemented, etc.
- √ Go through organizational and personal files
- √ Acquaint them with office surroundings
- √ Meet together with the advisor(s)
- √ Introduce them to important campus personnel

## Specific information to give to new officers: (** = helpful in a manual)

** Constitution and Bylaws
** Job descriptions of officers and membership
** Description of committees
** Resource or contact list of important people
** Listing of basic annual procedures (reserving room, office space, etc..)
** Organization member list
** Calendar of annual events (rough estimate of what happens each month)
** Philosophy, mission or purpose statement of organization
** List of goals for organization
** List of expectations of members
** Handouts on appropriate topics (stress management, parliament pro, etc.)

Financial records (treasurer)
Status reports on current and continuing projects (President/committees)
Evaluations of previous projects (President or secretary)
Meeting minutes and agendas (President or secretary)
Historical records of organization (President, secretary or historian)
University handbooks (any)

## Old/New Officer Retreats:

Icebreakers (Advice and comments exercise)
Evaluation of year's events by outgoing officers
Officer exchanges - monthly calendar of responsibilities, etc.
Goals examination/report by outgoing officers
Old officers depart, leaving new officers to discuss the coming year
Icebreakers (either/or, dividing up your time)
Brainstorm theme ideas for the year (mission)
Expectations of one another
Goals for the coming year
Ideas and calendar of events for the coming year
Closing - Motivational

## New Officer Retreats (right after office is taken or over the summer)

Icebreakers
Policy/Constitution and Bylaws review
Expectations of one another
Theme/Mission development
Goals for the coming year
Budgeting
Events for the coming year
Closing

For assistance developing a retreat for your group, contact CSI staff, 014 Memorial Union, 628-4664.

Some information adapted from University of Michigan Student Organization Development handout