



Tips for a Successful Executive Board Transition

1. Create a Transition Binder/Google Drive for New Officers

A Transition Binder/Google Drive should include:

- a. Executive Board Member responsibilities
 - b. Responsibilities of each executive board position
 - c. Contact information of all members and advisors
 - d. Usernames and passwords of all accounts
 - e. Organization's Constitution, Bylaws, and Standing Rules
 - f. Minutes and Agendas of past meetings
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- ### **2. Get to know your new Executive Board**
- a. Why did they accept their position?
 - b. What is their communication style?
 - c. Schedule 1-on-1 meetings with each new officer
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- ### **3. Get to know your Advisor**
- a. What are your expectations for each other (officers and advisor)?
 - b. What is your advisor's communication style?
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- ### **4. Hold a Transition Meeting with outgoing and incoming Executive Board members**
- a. Advice and tips for new officers
 - b. What should be accomplished during the transition?
 - c. What should be accomplished after the transition?
 - d. What worked during the previous semester?
 - e. What problems or areas will require attention within the next year?