How to Have a Smooth Officer Transition

- Develop officer position resource binders to explain the officer responsibilities
- Create a deadline for students to apply for officer positions, allowing enough time for students to complete application materials and run for office.
- Publicize officer position openings and application deadlines
- Select and notify the new student organization officers
- Set-up a meeting or retreat between the new and outgoing officers to share important information about student organization. In this meeting, officers should:
  - Give past materials to new officers
  - Discuss the financial status of the club and review financial statements
  - Review club constitution, officer expectations and guidelines
  - Go over evaluation notes from previous events
  - Reflect on member participation successes and areas for improvement
  - Explain how to run an effective club meeting
- Plan a retreat or fun event for all members to promote team-building and bonding
- Meet with all members to reflect on past year and create future goals
- Hold an executive board meeting to develop strategies to meet new goals
- Submit Officer Transition Form on OrgSync [https://orgsync.com/forms/show/14223](https://orgsync.com/forms/show/14223)
- Make sure new officers are aware of how to complete yearly registration in April. Contact your Peer Advisor for any questions.
- Have officers participate in SLE programs designed to develop their leadership skills:
  - Fall Leadership Institute: a day-long leadership institute in which student organizations and their leaders can establish themselves with foundational leadership skills
  - Magis: a workshop based program to cultivate leaders by helping students develop knowledge of self, others, and community
- Set-up a meeting with a PAT member to ensure that your new officer transition is a success!

For more tips and resources, please contact the Peer Advising Team (PAT) in Student Leadership and Engagement, UC 4th Floor

Visit us at [www.usfca.edu/sle](http://www.usfca.edu/sle) and click on the Peer Advising Team tab!