

# Workshop Series

JUNIOR Executive

## Exec Transitions

### 1. What's that?

Setting next year's execs up to succeed and ensuring the long-term success (and existence) of your club is the responsibility of the outgoing executive. Having at least one month of overlap with your incoming executives will allow you to share the knowledge you've gained in person, through files, and through hands-on experience.

### 2. Why is transition important?

Imagine starting a new job without an orientation. It wouldn't be too much fun to try to find all of the files, contacts, calendars, and requirements of your new gig, would it? Working with your incoming executives prevents periods of ineffectiveness, ensures your club will remain registered with the SU, and starts your new leaders with confidence and skills necessary to succeed.

### 3. OK, it's good. How do I do it?

There should definitely be an overlap period where your newly elected execs have time to work with current VP's. Think of it like job shadowing. Your Jr Execs may have done this all year, but they've never been through an end-of-year cycle. Here's some tips:

- Create an "annual cycle" list or calendar and go over it in detail. Use this to guide your conversation!
- Go over SU requirements (Survival Seminar, Insurance, Event Registration, Annual Reports, etc.)
- Show them around and introduce them to key contacts (sponsors, venue managers, the CSO, etc.)
- Make sure everyone has online (personal ClubHub log in, Dropbox/Drive, social media, email address, etc.) access
- Review club constitutions (their job descriptions), financial records, processes, and SU policies (clubs manual, etc.)

Transfer as much knowledge as possible. Ask yourself: **what do you wish someone had told you before you started?**



### 4. What if we forget something?

If you walk new execs through an annual cycle, make sure they know their responsibilities in between events, and show them where to find club records (including locked safes, petroglyphs, physical files, VHS tapes, etc.), you're on the right track. The CSO is here to help, but it's up to you to do your best!

### 5. Seriously, how do we remember everything?

Follow the SU's [Student Organizations Transition Guide](#), which you may customize to your club's needs, and [Transition Tip Sheet](#). Be available after the one month transition period to answer any questions that come up and remember **it's the outgoing exec's responsibility to do SU annual reports!**

