

LEADERSHIP TRANSITIONS

Leadership Transitions: the process of preparing your emerging leaders and officers for positions within your club or organization.

The transition of officers or other leaders within an organization is a very important, and often neglected, activity for a group. Training new officers directly affects the level of success that your club will reach during the year. The stories that are often told by officers about their training (or lack thereof) are astonishing! Please, take at least an hour or two to pass on vital information to your successors.

The benefits of a transition plan include:

- * it helps to transfer the knowledge of the organization
- * provides for a smoother transfer of leadership
- * allows for new leadership to draw on the expertise of the out-going leadership
- * increases the knowledge base and confidence of the new officers
- * provides a sense of closure for the old officers
- * helps the group maintain a focus on its mission
- * minimizes the loss of energy and accomplishments

Guidelines for what new officers need to know:

1. Introduce the new officers to your organization's adviser (if you have one), key members of the Viking Union/ Student Activities staff, and any other resource people you utilized. Show them where the Activities Center (VU 425), VU Reservations Office in VU 536, and your club mailbox are. Let new officers know that an updated Club Registration Form needs to be submitted each fall, and any time there's a change in officers (available from the VU 5th floor reception desk).
2. Turn over records, notebooks, and handbooks to the new officers promptly. Resource materials to pass on might include current constitution and by-laws, job descriptions, mission statement, goals from previous years, updated files, computer files, contact people, financial statements, email distribution lists, email passwords, etc.).
3. Make sure each officer meets with her or his replacement to discuss duties, policies, procedures, and "how to" do things necessary in that position.
4. Update your club registration with the Information Coordinator at the VU 5th floor reception desk with the names and contact information of new leaders.
5. Discuss the biggest successes and challenges the outgoing officer faced. Recommend projects, goals, and changes for the upcoming year.
6. Review any other specific information pertaining to your organization.
7. Provide an opportunity for the new officers and outgoing officers to meet as a group. This helps your new leaders understand each other's roles and begins to build the new team of officers.
8. Think back to your first few weeks as an officer/leader of your group. What do you wish that you had known? Use these insights to help prepare the new leadership.