

Your last task as a member of your club's Executive can be one of your most important. Gracefully transferring your knowledge and authority can have several benefits and help ensure your club's longevity.

Why worry about transition?

- So that your club will not have to “re-invent the wheel” each year. Instead, it can build on your previous knowledge.
- Because successful transitions will prevent the “lame duck” period when group effectiveness can be limited.
- Because the transition process will help outgoing leaders bring closure to their experience and will help new leaders start their jobs with confidence.

How do I ensure a smooth transition?

Plan ahead. The transition process should not be something that happens all at once. You can ensure a smooth transition by maintaining **organized files** throughout the year. These should include a copy of the Students' Union Clubs Manual, your organization's constitution, publicity materials, correspondence, meeting agendas and minutes, financial records, room booking contracts, mailing lists, etc.

New Executive members should be elected at least a month before their term is scheduled to begin in order to provide an **“overlap” period** during which new and old Executive members can work together.

Once a new Executive has been elected, you should arrange a **meeting or retreat** to formally initiate the transition process. This is a chance to talk about goals for the future, as well as to reflect on what worked and didn't work in past years. Specific things that should be covered in this meeting include:

- Orient new Executive members to the requirements (Survival Seminar, insurance, ProServe, annual report) and resources (funding, space booking) available through the Students' Union.
- Acquaint new officers with office space, lockers/mailboxes, supplies and equipment. Ensure that relevant keys and lock combinations are passed along.
- Ensure that passwords to email addresses, ClubHub access and website protocols are shared.
- Introduce new Executive members to key people such as faculty advisors and administrators, the SU Student Organizations Coordinator, facilities reservation staff and other student leaders.
- Review your club's constitution and bylaws, ensuring that any changes made during your administration are reflected.
- Review your financial records to list outstanding bills and payments.

- Review your mailing lists or membership records to bring them up-to-date.
- Review job descriptions to make sure they accurately describe the offices your organization needs and uses.

Remember to fill in the gaps for new Executive members. Ask yourself: **what do you wish someone had told you before you took office?**