

STUDENT ORGANIZATION SUCCESS SERIES



Officer transition helps ensure continued operation, minimizes confusion, offers outgoing officers a sense of closure, and provides incoming officers a foundation of knowledge. The officer transition helps maintain and pass on information from one year to the next, and keeps the organization successful.

Outgoing Officers



Whether you're transitioning because you're graduating, leaving the organization, transitioning into a new officer role, or stepping down, it is important to understand what you can do to help the next officer successful in the position.

Essential information to provide to new officers

- Organization constitution
- Organization purpose and goals
- Organization structure
- Relationship with advisor
- University policies and regulations
- Role of Student Activities and Involvement
- Strengths of and opportunities for growth in organization
- Finances
- Challenges within the position
- Accounts (technology, communication, bank, etc.)

Resources to provide incoming officers

- Organization documents
- Schedule meetings with incoming officers and advisor
- Have incoming officer shadow you
- Plan a retreat with outgoing and incoming officers
- Share the organization's email account(s), Google drives, and social media information

Incoming Officers



Whether you've been an officer before in another position or this is your first time, it is important to start thinking about how you can leverage the foundation that has been implemented and best grow it for the future.

Understand day to day operations of the organization

- Essential information provided by outgoing officers
- Organization resources (supplies, roster, stakeholders)
- Reserving space on campus
- Facilitating a executive board or general body meeting
- Registration and other deadlines
- Maintaining an healthy organization
- Campus contacts
- Role of advisor
- Managing roles and responsibilities
- Communication

Resources readily available to you

- Student Activities and Involvement
- U Matter, We Care
- Counseling and Wellness Center
- Multicultural and Diversity Affairs
- Student Conduct and Conflict Resolution
- Reitz Union Event Services
- University Registrar

MOVING FORWARD

As you prepare to transition in to or out of an officer position, keep in mind the resources that Student Activities and Involvement (SAI) provides. We are here to support your success as a student leader and the success of your organization. Our department has developed an Officer Transition Checklist to ensure the transition between officers happens as smoothly as possible.

Your first big task as a new officer is to re-register your organization. To be an active organization for the 2017-2018 academic year, you must complete Re-Registration between August 1 and Sept. 29. Additional tasks you'll want to complete are: contacting SAI to update officer information in Gator Connect, adding the new President and Treasurer to the bank account, introducing new officers to appropriate stakeholders, and hosting a transition meeting with outgoing and incoming officers and advisor. Our department has staff members available to assist you throughout your tenure as an officer, so please contact the department as you move forward.