



**STUDENT ACTIVITIES
AND INVOLVEMENT**
DIVISION OF STUDENT AFFAIRS
UNIVERSITY *of* FLORIDA

Student Organization Officer Transition Checklist

The success of a student organization is contingent on its ability to maintain and pass on information from one year to the next, and this can be achieved through officer transitions. It helps ensure continued operation, minimizes confusion, offers outgoing officers a sense of closure, and provides incoming officers a foundation of knowledge. Here is a checklist to assist your organization in facilitating positive officer transitions.

Parties:

- Outgoing Officers
- Incoming Officers
- Student Organization Advisor
- Membership
- Campus and Community Stakeholders
- Local or National Affiliate

Organization History:

- Constitution and Bylaws
- Goals and Objectives
- Calendar of Events and Programs
- Structure
- Officer and Committee Position Descriptions
- Relationship with Advisor and Affiliate
- Status Reports of Current/Ongoing/
Upcoming Projects
- Budget

Additional Information:

- University Policies and Regulations
- Campus Resources
- Strengths of Organization
- Opportunities for Growth
- Challenges within Your Role
- Recommendations
- Other Insights

Materials:

- Documents (Planning, End of Event/
Semester/ Year Reports)
- User Names and Passwords (Social Media,
Email, Listservs, Google Drive, etc.)
- Contact List (Including Email Addresses and
Numbers)
- Membership Roster
- Binders/Folders/Notebooks/Supplies
- Meeting Minutes
- Financial Account Information and Records

To Dos:

- Update Officer Information in Gator Connect
- Add New President and Treasurer to Bank
Account
- Host a Transition Meeting/Retreat with
Outgoing and Incoming Officers and Advisor
- Introduce New Officers to Appropriate
Stakeholders

Other:

- _____
- _____
- _____

Questions about Officer Transitions or Student Organizations?

Contact Student Activities and Involvement
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