PASSING THE TORCH
OVERVIEW

WHY

OUTGOING OFFICERS

INCOMING OFFICERS
WHY IS INTENTIONAL LEADERSHIP TRANSITIONS ARE IMPORTANT

Avoid the loss of knowledge

- Security (passwords, bank accounts, etc…)
- Procedures (registration, constitution, forms)
- Successes, failures, & lessons learned along the way

Avoid losing momentum

- Goals & the progress you’ve made
- Projects in process, relationships you’ve developed
- Member engagement & buy-in

Give Closure & Confidence

- Passing the torch gives closure for outgoing officers
- Knowledge gives confidence to incoming officers
OUTGOING OFFICERS
OUTGOING OFFICER
TO-DO LIST

- Register your organization
- Communicate with your advisor
- Develop an action plan and timeline for new officer transition
- Finish correspondence
- Complete all contracts, bills, invoices, and outstanding balances
- Reserve spaces
- Organize OrgCentral portal, files, and shared documents
- Prepare year-end report & evals
PASSING THE TORCH: ACTION PLAN

1. Complete the Outgoing Officer Worksheet

2. Review your year and make note of your accomplishments

3. Meet with Incoming Officers
Responsibilities of your position

Officers and projects you worked on

What you’ve enjoyed most and least

Who helped you and what resources did you utilize

Things you wish you had known

Accomplishments

Problems or disappointments

What did you learn

Timeline & Important dates

What should be done immediately

Supplemental materials
REFLECTING ON YOUR ACCOMPLISHMENTS

Accomplishments
Barriers/Limitations
Resources
Solutions
Still to be done
OFFICER TRANSITION MEETING

Welcome, Introductions, Icebreakers

Year in Review
- Goals
- Programs & Activities
- Membership
- Officers & Organizational Structure
- Organizational Operations
- Advisor Involvement
- Public Image

Your Legacy to the New Officer Team

Breakout meetings between new and outgoing officers
INCOMING OFFICERS
INCOMING OFFICERS TO-DO LIST

- Meet with the outgoing officer(s)
- Learn about your role as a student leader
- Complete incoming officer transition worksheet
- Practice goal setting
- Meet with all incoming officers as a group
- Communicate with your advisor
- Familiarize yourself with OrgCentral and any other accounts, files, or contracts necessary
- Attend a Student Org Basics presentation
<table>
<thead>
<tr>
<th>People I should get to know</th>
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<tbody>
<tr>
<td>Services I need to know about</td>
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<tr>
<td>How I can work with my advisor</td>
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<tr>
<td>Questions I want answered</td>
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<td>My job responsibilities</td>
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<tr>
<td>My expectations of the officer team</td>
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<tr>
<td>What do others expect of you</td>
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<tr>
<td>What needs to be done immediately</td>
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Goals & Priorities for the organization
Expectations of each other & clarify position responsibilities/duties
How will we support our members as we work towards our goals
How often will we meet as officers? as an organization?
How will we communicate with each other
What do we want/need from our advisor?
RESOURCES

- Outgoing Officer To-Do List
- Outgoing Officer Worksheet
- Outgoing Officer Major Accomplishments
- Officer Transition Meeting Outline
- Incoming Officer’s To-Do List
- Incoming Officer’s Transition Worksheet
- Incoming Officer Team Meeting Outline
View More Upcoming Events and Online Resources on the CSI website

https://www.k-state.edu/student-involvement/

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