



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

OUTGOING OFFICER WORKSHEET

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

Your Legacy to the
New Officer Team

Breakout meetings
between new and
outgoing officers



Year in Review

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



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

INCOMING OFFICER WORKSHEET

People I should get to know

Services I need to know about

How I can work with my advisor

Questions I want answered

My job responsibilities

My expectations of the officer team

What do others expect of you

What needs to be done immediately

INCOMING OFFICERS MEETING

Goals & Priorities for the organization

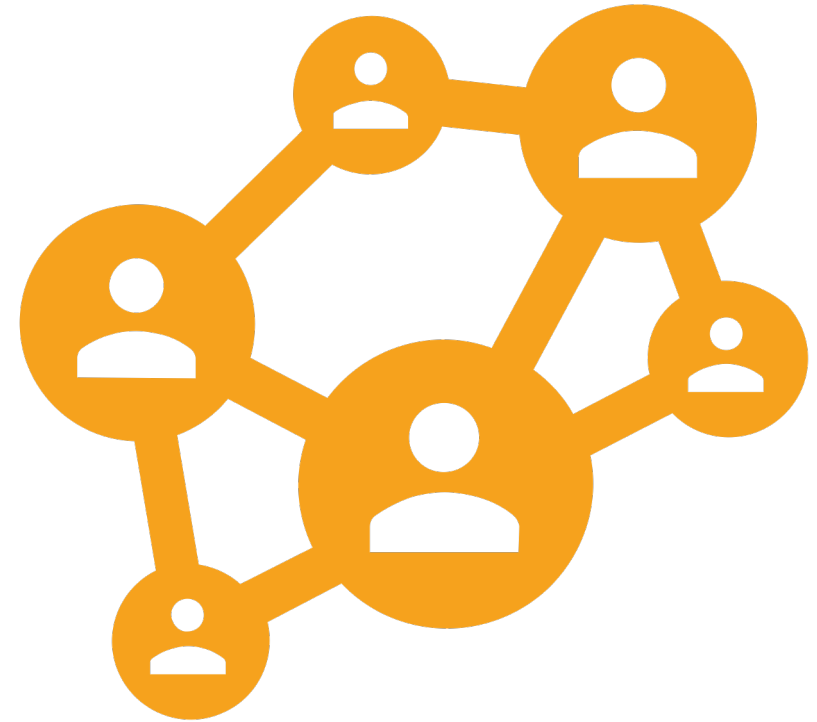
Expectations of each other & clarify
position responsibilities/duties

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

CENTER FOR STUDENT INVOLVEMENT

**View More Upcoming
Events and Online
Resources on the CSI
website**

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



Sara Heiman

sjheiman@ksu.edu



Ashley Douglass

aldouglass@ksu.edu