OFFICERTRANSITIONS

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DO YOU SUFFER FROM:

- Feeling like you inherited a mess
- Feeling like you were left out to dry
- Feeling confused
- Having no idea what you're actually supposed to do
- Finding out too late you were responsible for something
- Do your officers and chairs suffer from the same feelings?

DOES THIS FACE DESCRIBE HOW YOU FEEL SOMETIMES?



A GOOD TRANSITION PROGRAM CAN FIX THAT*

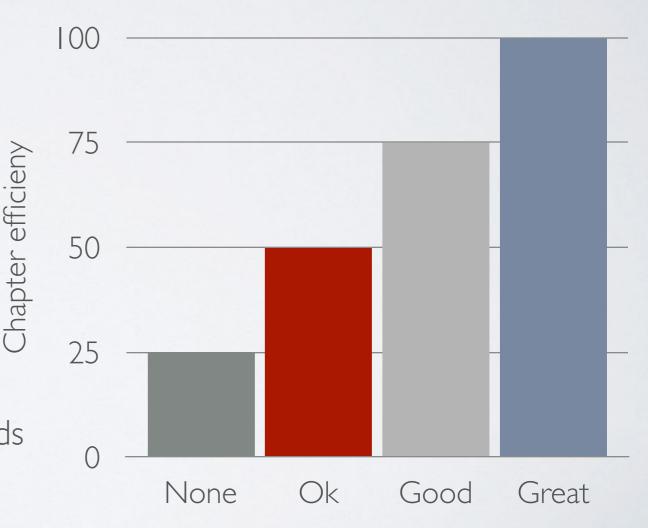
*NOT ELI, HE'S HOPELESS

POLLANYWHERE: ASK FOR THEIR TRANSITION EXPERIENCE

OFFICER TRANSITIONS ARE A KEY COMPONENT OF TRAINING

- Who:
 - Execs, Officers, Chairs
- Why
 - Continuity for the organization
 - Minimize confusion
- What
 - Exchange of knowledge
 - Transfer of supplies, resources, and records
 - Transfer of responsibility

Chapter Efficiency vs Quality of Transition Program



ACTIVITY I: BRAINSTORM IDEAS ON HOW TO ACHIEVE THETHREE GOALS

TRANSITIONTOOLS

Persistant Emails

- With connected drives
- Officer Binders
 - Description of the position
 - Documents, manuals, forms
 - A calendar
- Required transition meeting
 - Include a worksheet to guide the discussion
 - Review previous year, begin goal setting
 - Transfer ownership of accounts
 - Include a deadline Enforce it

Shadowing programs

- Start early
- Even with pledges
- Officer Retreat
 - With incoming & outgoing officers
- During semester meetings
 - Outgoing officer returns occasionally
 - Meetings with internal operations executive
- A check-list of events

POLLANYWHERE: WHAT PROBLEMS DO YOU FORESEE WITH IMPLEMENTING A TRANSITION PROGRAM

ACTIVITY 2: BRAIN STORM IDEAS TO OVERCOME THESE PROBLEMS

QUESTIONS? COMMENTS?