

OFFICER TRANSITIONS

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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 1: BRAINSTORM
IDEAS ON HOW TO ACHIEVE
THE THREE GOALS

TRANSITION TOOLS

- **Persistent 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?