**Out-going officers**

***Before the election***

* Update activity and project reports
* Update officer manual, include all forms used on position, update projects and activities completed
* Update inventory of records and supplies
* Complete organizational assessment

***Within One Week After the Election***

* Assist new officer(s) with announcement
* Assist new officer(s) with pertinent forms
* Assist new officer(s) with financial forms
* Transfer records and supplies

***Within Two Weeks After the Election***

* Attend officer installation ceremony
* Meet with newly-elected officer

***Within One Month After the Election***

* Assist with officer training session
* Assist in goal-setting

***Within Three Months After the Election***

* Assist new officer review personal goals

**Newly-Elected Officers**

***Before The Election***

* Review role/responsibilities of position, last years position activities
* Discuss position with current officer

***Within One Week After the Election***

* Announce change of officer
* Complete necessary forms
* Change names on financial and/or internet accounts
* Obtain updated officer manual
* Obtain records and supplies

***Within Two Weeks After the Election***

* Officer installation ceremony
* Meet with other new officers (as a group)
* Review responsibilities of position again
* Review activity and project reports
* Meet with out-going officer
* Meet advisor(s)
* Review chapter and position budget

***Within One Month After the Election***

* Officer training session
* Establish goals and a calendar
* Meet with campus officials

***Within Three Months After the Election***

* Review personal and organizational goals