

OFFICER TRANSITION



**OFFICERS ARE
ELECTED BASED ON
ORGANIZATIONAL
BY-LAWS**

OFFICER TRANSITION

- Elect New Officers Spring Semester
- Fill out Class & Organization Recognition Form with New Officers & Faculty Advisor Signature
- Outgoing and Incoming Officer Transition Meeting
- Outgoing Officers update transition process in Presence with new officers
- New Officers Attend Student Organization Training in spring or fall

- Discuss major organization events
- Discuss purpose of organization
- Individuals meet with predecessor/successor to discuss tasks for individual role
- Discuss importance of organizational procedures (room reservations, event approvals, budget use, etc.)

TRANSITION MEETING

It is important for outgoing and incoming officers to meet to discuss a variety of club and organization items.