

Student organization transition guide

Incoming officer worksheet

Ask questions

List the specific things you want to know about the position (forms, duties, etc.).

What services do you need to know about?

What do you consider to be the responsibilities of your position?

What things should you do over the summer?

What expectations do you have of the executive council/board?

What should be done immediately in the fall?

What expectations do you believe your members have of you?

What problems or areas will require attention within the next year?

What people (positions) should you get to know?

Other questions you want answered.

What do you need to know about working with your advisor?



DEAN OF STUDENTS OFFICE
**STUDENT INVOLVEMENT,
ACTIVITIES AND ORGANIZATIONS**

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Adapted from the Office of Leadership and Student Involvement at The University of Southern Mississippi