

# Student organization transition guide

## Outgoing officer checklist

- Compile all documents to your organization's chosen platform.
- Ensure that the incoming officer has access to all of the files.
- Create/update a list of responsibilities for the incoming officer.
- Keep track of any important contacts and resources that you may have used.
  - Make introductions, if possible.
- Complete all necessary correspondence.
- Schedule time with the incoming officer in your position to review materials and responsibilities.
- Answer any questions that the new officer may have and make yourself available for future questions, or direct them to someone who can help.

*Notes:*



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*