

Student organization transition guide

Outgoing officer worksheet

Outgoing officer contact

Position title:

Name:

Phone number:

Email address:

Please think through and respond to the following questions regarding your responsibilities; this information will be helpful to your successor. Lessons learned from this reflection can be shared with incoming officers verbally or in written format.

The responsibilities of my position included:

List specific accomplishments realized during your term in office and the reasons for their success.

What did you try that worked well and would suggest doing again? Why?

List other officers with whom you worked and the projects involved:

List what you enjoyed most and least regarding your position:

List any problems or disappointments you encountered as a part of your position and suggest ways of avoiding or correcting them. What did you try that did not work? Why did it not work? What

Who was the most helpful in getting things done?

problems or areas will require attention within the next year?

Who were good resources? List other aids that helped complete your job:

Things you wish you had known before you took the job include:

What could you have done to make this a better experience?



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

doso.wayne.edu/involvement | getinvolved@wayne.edu | 313-577-1010

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

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List supplemental materials and sources of information you found most helpful. Include specific alumni or faculty contacts, university officers, community resources, etc.

What should be done immediately during the summer? In the fall?

Create a timetable/list important dates related to your position. Provide suggestions for increasing efficiency and effectiveness.

List any other suggestions you feel would be helpful to your successor in carrying out the responsibilities of this office.

Notes:



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