Student organization transition guide
Year in review

Organizations are constantly evolving, so it is important to look back at your goals and figure out what worked, what did not, and how it could be better.

Organizational structure

By distributing a survey to your current officers, it is possible to assess individual experiences and suggest changes for the next officers to make. Are responsibilities distributed evenly? Should positions be added, taken away, etc.?

Evaluate goals

By looking back at what you were and were not able to accomplish, it becomes possible to offer your wisdom to the next group of officers. Did you outline specific goals? If not, what were you able to accomplish and how could the next group learn from it?

Operations

Use this time to evaluate the programs that you are using and make decisions about how operations can be improved. Wayne State University offers many different platforms that your organization can benefit from. Look at where you are storing your files, how your organization is communicating, what you are using to host events, and how you are keeping records. Are there inefficiencies? Below is a list of platforms offered by Wayne State University and their capabilities:

Using Get Involved

- ☐ Ensure rosters are up to date
- ☐ Hosting events
- ☐ File storage

Using Microsoft Office

- ☐ Utilizing and sharing OneDrive access
- ☐ Transferring Group ID email information over (if applicable)

Finances

Discuss your organization's financial status.

- ☐ Finalize any outstanding bills
- ☐ Transfer spreadsheet of expenses to new leadership