



# **Officer Transition Guide**

## **Outgoing Officer Guide**

Okay, you have a successor for your position within your student organization. What do you do now?

Before you can transition the incoming officers, creating a “Year in Review” file might be helpful for you and other officers to find closure. Set up a meeting to recap the year as an executive board.

# **Outgoing Officer Worksheet**

**Complete BEFORE transition meetings and training sessions!**

Think about and respond to the following questions:

1. What I liked best about my job...
2. What I liked least about my job...
3. What I could have done better to make the experience better was...
4. Obstacles to performing my job effectively were...
5. Resources which helped my handle my position were...
6. Things I wish I'd known before I took the job were...

# Officers in Training

Create a 3 ring binder...

All group members should have a constitution, a contact list of all members, and a projected annual schedule

## **President:**

- Constitution/By-Laws
- All officers/job descriptions
- Budget Information
- Contact information
- Advisor, community contacts, etc.
- Copy of group history

## **Vice President:**

- Constitution/By-Laws
- Same materials as president
- Record everything position is responsible for (varies from group to group)

## **Secretary:**

- Constitution/By-Laws
- Contact sheet for members
- Alumni contact info
- Past minutes
- Paperwork related to position

## **Treasurer:**

- Constitution/By-Laws
- Budget information
- Bank information
- Budget history
- Advisor contact information
- Allocation and Fundraising information

## **Various:**

- Constitution/By-Laws
- Copy of budget
- Job descriptions
- "Ideas" folder for position
- Event resources
- Relevant position information



# Incoming Officer

## **Incoming Officers – “Goals, Dreams, and Priorities”**







# Working with your Advisor

As viewed by the advisor:

# The Role of your Advisor

All Sport Clubs are required to have a current faculty/staff advisor. They shall be very helpful and active within the club. Sport Clubs shall rely on them for assistance with activity planning, fund-raising, budget preparation, and problems with club members.

The advisor position for a sport club is unique and essential to the success of the club. Each advisor provides interpretations of university guidelines, aid in the development of student leaders and professional leadership to compliment the Sport Club administrators. Advisors are selected from the Lamar University staff to act as club advisor.

He/she shall serve as a resource person regarding University matters and help club members manage club business and balance club/school activities. The club advisor should participate and offer guidance. His/her role should be to provide advice to the club. The advisor is most helpful when he/she uses his/her mature judgments and experience to help club members refine their programs and discussions to a point where they are effective, realistic, and reflect favorably on the University.

***The faculty/staff advisor is considered a valuable link between the Club and the University. The advisor for a Club:***

Is selected by the members of the club.

Should be an individual who is accepted and respected by the members of the club.

Must be a current faculty or staff member of the Lamar University.

Should be available during the development of programs and attend club meetings on a regular basis.

***Responsibilities of the advisor are:***

To work closely with the club and its officers without assuming leadership of the club, recognizing the right of students to control the direction of their club.

To assist the club and its officers in maintaining club continuity by providing information and interpretations of university policies and procedures.

To be available as a resource for the club and its leaders.

To keep in mind that the primary responsibility in this position is to provide information and referral so that club members develop leadership potentials.

# **Motivation**

## **Keeping your officers and organization members motivated throughout the year**

### **Ten Commandments for Student Leaders**

1. Look upon all of it as a learning experience.
2. Mistakes are inevitable. You have to learn to live with them, and so do others.
3. Don't get caught up with global issues, such as remaking the whole university and outgunning the trustees. Politics is the area of possible; so pick out some realistic goals and really go for them.
4. Try to strike up a friendship with the administration. They aren't really bad guys and you have something to learn from them. Also, they are not automatic adversaries. Believe it or not, they like you and want to be as helpful as you mature into real leaders.
5. The common good is terribly important. It means the common good for students, faculty, and for the whole university community. You are part of it, so work for it.

# How to Make an Impact as a Student Leader

1. Be a role model
2. Confront unacceptable behavior
3. Utilize training experiences
4. Find the “teachable moment”
5. Be supportive of others
6. Actions should reflect words – be consistent
7. Develop expectations
8. Present programs that are reflective of your value and organizational values
9. Be consistent in your organizations promotions and advertisements
10. Structure experiences
11. Lead discussion sessions on values and ethics
12. Develop and organizational and/or personal code of ethics
13. Make a difference in all that you do!