

RSO Officer Transition Tips & Tricks

With the change to online instruction and need for social distancing, transitions are going to be more difficult than ever. It is important that as outgoing leaders, you are taking the time to transition the next executive board. An effective transition plays a key role in future success and longevity of student organizations.

Why transition?

- Provides for transfer of significant knowledge about the organization
- Minimizes confusion
- Utilizes the valuable contributions of experienced leaders
- Increases knowledge and confidence of new leaders
- Minimizes the loss of momentum and accomplishments for the group.

Transition Checklist

- ☐ Update your constitution, bylaws, position descriptions, and any other relevant documents to reflect changes made during your administration
- ☐ Write up reports about continuing projects, ideas, and advice
- ☐ Transfer all organization documents to the incoming officers (store these on your CampusLINK page under “documents”)
 - ☐ Up to date roster
 - ☐ Contact information for alumni, partners, and advisors
 - ☐ History of organization and organization chart
 - ☐ Constitution and bylaws
 - ☐ Funding and financial documents including past/current budget
 - ☐ Past and present goals
 - ☐ Past meeting minutes
 - ☐ Calendars and plans of previous and future events
 - ☐ Previous flyers, materials, logos, templates, photos
 - ☐ Event debriefs and assessments
 - ☐ Leadership resources
 - ☐ List of passwords and usernames for applicable accounts/resources
- ☐ Update contact information and roster on CampusLINK
- ☐ Incoming president should complete RESET: annual reregistration
- ☐ Hold a virtual transition meeting between outgoing and incoming officers
- ☐ Introduce new officers to faculty/staff advisor via email or virtual meeting

Discussion Questions for Outgoing & Incoming Officers

- What does it mean to be an officer? A leader?
- What are the responsibilities of being an officer?
- What types of challenges have you faced in this organization?
 - How did you overcome those challenges?

- Why do members join our organization?
- What expectations do members have of us?
- What does the relationship with our organization's advisor look like?
- What type of tasks have you prioritized in the past?
- What does success in our organization look like?
- How do we celebrate success?
- How will we grow and challenge each other as an organization?
- What does collaboration in our org look like? How do we accomplish this?
- What resources are the most helpful in accomplishing our goals?
- What key relationships need to be built or maintained?

Important 2020-2021 RSO Dates

- RESET – Annual Re-registration for more information visit the [SALD Website](#)
 - Phase 1: April 1 – May 15
 - Phase 2: August 1 – September 15
- Welcome Week
 - August - Week before Classes
 - October – Student Leadership Conference

For more information and assistance on transitions, contact [SALD](#) or [Student Activities Board](#).

Resources adapted from UW-Milwaukee Student Involvement and ASUC Student Union