**Officer Transition Meeting**

**April 4, 20\_\_, 5:00pm-7:00pm**

**301 Student Union**

1. Call to order
2. Attendance or roll call
3. Outgoing officer reflections – Each officer briefly discuss the topics below.
	1. In your time as an officer:
		1. What has worked well?
		2. What needed improvement?
		3. What programs or events should we try to maintain?
		4. What can we eliminate or change? How?
4. Outgoing officers meet individually with the incoming officer in your role to share role specific responsibilities and how you accomplished these responsibilities.
	1. Move documents or notes to the organization’s CampusLink ***Documents*** page
	2. Share a calendar of things that you did each month specific to your role in the organization.
		1. When during the year are your responsibilities particularly heavy or light?
		2. Were there costs associated with your role? Did you have to buy items with organization funds? When and how much where those items?
		3. Are there any leftover materials that the organization can keep? Where are they stored (event supplies t-shirts, buttons, labels, nametags etc.)
5. Snack or meal break *– It is important to get up and moving or have a break during a lengthy meeting. If you are breaking for a snack or meal it is ideal to have that set up in a different location away from the work you’re doing. Leave for the meal and then return to work afterward.*
6. Basic plans and realistic goals for the upcoming semester
	1. How will we:
		1. Maintain current successful meetings, events, or programs
		2. Eliminate or develop unsuccessful meetings, events, or programs
		3. Create new opportunities for our members
		4. Recruit new members
		5. Review, edit, or rewrite any organization documents – constitution, bylaws etc., is this needed right now?
	2. Who will be responsible for implementing the plans or goals we have discussed above? (put at least 2 people in charge of any initiative unless it is basic note keeping)
	3. When and where will we meet again to review our progress toward our plans/goals?
7. Set next meeting – this may or may require the outgoing officers attendance
8. Informal discussion
9. Adjournment