



Officer Transition Checklist

The following checklist may be used to help make sure the necessary steps and topics for officer transitions are in place. Although there are a number of important ideas on this list, try to identify additional items that are unique to your school and student council that should be added.

- Update the officer and member contact directory for the council and school administration.
- Plan a retreat or set a date for outgoing and incoming officers to meet. Plan a similar affair to welcome new members.
- Update and exchange officer and member notebooks.
- Update officer information on the web and in upcoming newsletters.
- Outgoing and incoming officers should exchange records and committee reports.
- Identify the major strengths and weaknesses of the student council.
- Review past goals and set new ones for each officer position and the group as a whole.
- Review the student council calendar from last year.
- Review budgets, funding, and memberships to student council associations.
- Review meeting and committee schedules.
- Review committees, their purposes, and activities.
- Create a "What's Next" list of actions and matters that need the attention of new officers and the council in the near future.
- Review the duties of the membership, how members are recruited, and how the officers can support the members.
- Select a typical week and thoroughly examine it.
- Have outgoing officers evaluate the adviser.
- Ask incoming officers and new members to define how the adviser can help them become efficient in their duties and carry out the leadership goals of the council.

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