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Centennial Student Union 173
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Officer Transitions

One of the greatest complaints of student organization leaders is that they did not receive a proper or comprehensive transition. They often still have questions about what their role really is and about the resources available to them. This resource will provide tips for improving continuity in your organization and increasing the potential of success by new officers. Following these tips will, in the long run, save time, helping avoid having to "reinvent the wheel."

Tips For A Successful Transition

• Have a large group meeting or retreat, then do smaller 1-on-1 transition meetings.

• Keep the stuff that matters and ditch the stuff that is no longer relevant.

• Be organized, but understand that your organization style may be different than someone else's.

• Plan for a transition while you're in a position. Don't wait and scramble at the end.

• Teach vs. Tell

• Know and use your resources.

Basics of a Transition

Your transition should be designed in a way that makes sense for your organization. Your organization may be one with ten members that functions only at MSU, or you may be part of an organization that has 50 or more members and which is tied to a larger national organization. While there are some differences in the information that will need to be passed on, as well as some differences in what will be expected of you, there are some things that will remain constant.

Transitions should be planned for in advance, and expected outcomes should be established. Both incoming and outgoing officers should be prepared. If they are not, you will not get the results your organization wants or needs. Do not waste anyone's time with something that isn't going to be productive.

It helps to have a time dedicated to a transition. If you're going to do a retreat, be sure that it is actually a retreat from the ordinary. The importance of the transition should be evident in the setting given to it. A normal meeting room and time could work, but doing something different helps mark the significance of the time being spent on the transition exercises.

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