DELTA CHI
FRATERNITY

Member Resources

1:1 Officer Transition Guide

Picture a relay race: the smooth handoff between runners is essential if the team hopes to find success. The transition of officers requires the outgoing and incoming officers to work together to ensure the best possible outcome for the chapter/colony. Use this resource to help guide your conversation.

Goals for the meeting

The purpose of transition meetings is for the outgoing officer to share their knowledge and expertise, and the incoming officer to better understand the position and what they need to be successful The five main goals of this meeting should be to...

1. Discuss responsibilities and expectations
2. Review action plans and goals for the position
3. Create a timetable for completion of position duties
4. Provide resources, best practices and tips to the incoming officer
5. Answer any outstanding questions

Meeting Agenda

- The Outgoing Officer should review the responsibilities of the position. It is helpful to walk through the position description outlined in your bylaws. Sample position descriptions can also be found here.
- The Outgoing Officer should review important documents, process and online resources for the role with the Incoming Officer. This should include BRIEFS, Additional Resources, the Risk Management Policy and Chapter/Colony By-Laws.
- The Incoming Officer should create a timetable for completion of duties. Your 60-Day Check List as a helpful starting point.
- The Outgoing Officer should prepared to discuss:
  - Unfinished projects and action plans from the outgoing officer
  - Important contacts
  - Mistakes that could have been avoided
  - Advice for the new officer
- The Incoming Officer should be prepared to ask any outstanding questions.
- The Outgoing Officer should provide the Incoming Officer with contact information for how they can be reached with future questions.