



Outgoing Officer Preparation Guide

Before the newly-elected officers officially assume their responsibilities, it is wise for the outgoing officers to reflect on their accomplishments and overall experience. This resource can help you prepare you to train your successor.



What are some resources that you should share?

- Chapter Constitution and By-Laws
- A position description
- Any relevant policies or procedures
- Important names and numbers of campus and community resources
- Summary of all programs, events and initiatives
- A copy of goals (both met and unmet) for the position
- Any relevant BRIEFS or resources from IHQ



Questions to consider

Before meeting with the incoming officer, take time to think about and answer the following questions. They can help offer unique insights that can help prepare them for the role.

- What did I like best about my position?
- What did I like least about my position?
- The most difficult decision I made was....
- Information I found most helpful was... (include alumni or faculty contacts, university staff, policies, resources, etc.)
- What were barriers to my success in this position?
- What do I wish I would have known before I took this position?

Member Resources



Developing Priorities

Use the table below to reflect on various aspects of your officer position. Feel free to use the questions as prompts and take notes as you see fit.

Area of focus	Notes
Executive Officers and Structure <ul style="list-style-type: none">• Are officer roles clearly defined?• Does anything need to change with this position?• What communication methods did we use that were effective? Ineffective?	
Chapter Operations <ul style="list-style-type: none">• Were Executive Board meetings effective? Why or why not?• Was the committee structure effective?• How did our team work together?	
Finances & Other Resources <ul style="list-style-type: none">• Were the finances adequate for what we wanted to accomplish? If not, what needs to change?• What other resources were helpful?	
Personal Growth <ul style="list-style-type: none">• How have I grown as a leader?• What development opportunities would you recommend?• What have you learned from this experience?	

Member Resources



Developing Priorities

Area of focus	Notes
<p>Programs and Activities</p> <ul style="list-style-type: none">• How effective were our programs and activities?• Were our programs and activities consistent with our goals?• What do we want to keep doing? Stop doing?	
<p>Goals</p> <ul style="list-style-type: none">• What is my biggest point of pride as an officer?• Which of my goals/initiatives should be carried on this year?• Which goals need to be revisited?• What is something that you wanted to try or implement but didn't get the chance?• How do the goals of this position align with those of the chapter?	
<p>Advisor Support</p> <ul style="list-style-type: none">• Do we have the advisor support we need?• How can I better connect with advisors?• What opportunities exist for collaboration with advisors?	