

Officer Transition Report Form

The Officer Transition Report Form is intended to serve as a resource for leadership transitions. Taking time to type up and share these responses will help the future leaders of your club or organization.

Officer's Position: _____ Year of Office: _____

Outgoing Officer's Name: _____ E-mail: _____

Position Description: Five major tasks and responsibilities

1. _____

2. _____

3. _____

4. _____

5. _____

- Timeline of major tasks/responsibilities - be sure to include deadlines
- What worked well for you this year?
- What did you find challenging?
- Budget - be sure to indicate typical expenses and sources of income for which you were responsible, budget deadlines, ideas for new income etc.
- Contact people - with addresses, phone numbers, emails, and areas of responsibility
- Attach a copy of the completed version of any forms for which you were responsible, including forms from the Campus Life Office
- Carnival of Clubs table plans and suggestions
- Review procedures and rules and recommend any needed changes
- Other...

This is one of the many handouts available to you. Feel free to meet with Jil Gates, in Campus Life for more details about this topic or any others related to leadership or your student organization.

We also have open advising hours Thursdays from 2 p.m. to 4 p.m. The Office of Student Activities is located in the Seymour Union, on the 1st floor. You can also ask questions by telephone at 309-341-7573 or email at jgates@knox.edu.