

-transitioning-

Adapted from Bowling Green University - Office of Campus Involvement

Leadership Transitioning

Your last year as an officer is coming to an end and new officers are being selected. How do you leave your position gracefully? How do you ensure that the new officers are as ready as they can be to continue to provide your organization with strong leadership?

THOROUGH LEADERSHIP TRANSITION HAS SEVERAL BENEFITS:

1. The most obvious is that it provides for a transfer of significant organizational knowledge. Your group will not have to re-invent the wheel each year!
2. It helps to minimize the confusion that occurs with changes in leadership. If new officers have to figure out what is going on, time is lost.
3. The process of a formal transition can give the outgoing leaders a sense of closure and completion of their jobs.
4. Leadership transition ensures that the valuable contributions of the experiences leaders will be utilized.
5. The shared information and knowledge helps the new leadership have more confidence, experience, and skills to be more effective in their roles.

WHEN DO YOU START??

- ⇒ Begin EARLY in the year to identify emerging leaders in your organization.
- ⇒ Encourage those potential leaders by developing personal contact, helping them develop skills, delegating responsibilities to them, and modeling an effective leadership style.
- ⇒ When new officers have been elected, orient them together as a group with all of the outgoing officers. This allows the new ones an opportunity to understand each other's roles and to start building their team.
- ⇒ Transfer knowledge information and materials necessary for the new leadership to be successful.

Knowledge of the organization's structure, goals, and accomplishments to transfer:

- * Constitution and by-laws
- * Job descriptions/role clarifications
- * Organizational goals and objectives
- * Status reports on ongoing projects
- * Evaluations of previous projects and programs
- * Previous minutes and reports
- * Resources/contact list
- * Financial books and records
- * Mailing Lists
- * ICS information

Personal Expertise, Knowledge and Experience to transfer:

- ◇ Effective Leadership qualities and skills
- ◇ Share problems and helpful ideas, procedures, and recommendations
- ◇ Write and share reports containing traditions, ideas, or completed project, continuing projects, and concerns or ideas that were never carried out.
- ◇ Go through personal and organizational files together.
- ◇ Acquaint new officers with physical environment, supplies, and equipment.
- ◇ Introduces related personnel (advisors, contacts, etc.)

Questions?
Visit the Student
Activities Office
(Union 320) or call
940.565.3807