

LEADERSHIP TRANSITION CHECKLIST

Leaders who are interested in leaving their organization in good standing with future leaders will provide ample information to ensure a smooth transition. Use the following checklist to help your replacement be as prepared as possible!

	<u>Check</u>
1. Provide a copy of the constitution or by-laws .	_____
2. Goals and objectives from last year.	_____
3. Status report of ongoing projects.	_____
4. Evaluations of past projects/ programs.	_____
5. Previous minutes or reports.	_____
6. Student organization policies and procedures.	_____
7. Financial books and records.	_____
8. Mailing lists.	_____
9. Job description or documents clarifying your role. (include meetings than need to be attended)	_____
10. Timeline of organization events – include reservations made or needing to be made.	_____
11. Introduce your replacement to key resource people. Provide a list of who those people are and how to reach them	_____
12. Update new officer information in SOD.	_____
13. Our mailbox number is _____.	_____
14. Our storage cabinet number is _____.	_____
15. Our website address is: _____	_____
_____	_____
_____	_____
_____	_____