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## OFFICER BINDER CHECKLIST

The Officer Notebook exchange is an important part of the officer transition process. By taking time to organize the notebook and explain it to the incoming officer, you help give the incoming officer the best opportunity to be successful. If a notebook was not provided to you, start your term by creating your own. *Regardless of whether your notebook is made up of printed hard copies in a binder or digital files in the cloud, creating and organizing the resources you will need for your term is an important step in taking on any new leadership position in the Fraternity.*

The following items should be included in your officer notebook:

- Officer manual\*
- Relevant policies including chapter bylaws, [The Risk Reduction Policy](#), and [The Law of Sigma Nu Fraternity, Inc.](#)
- Officer expectations and an outline for the position
- Chapter's strategic plan and officer goals
- [Important Due Dates](#) including those specific to the chapter
- All current forms pertinent to the office
- Contact list of important names, email addresses, and phone numbers for the office and committee
- Sample structure, job description, and delegation responsibilities for the office's committee and its members
- Current semester/quarter and previous semester/quarter budgets and expenses
- Project summaries for events that were coordinated by the office
- Recommendations for the coming term or year
- Calendar of events, due dates, and project deadlines for the past year
- Previous officer's goals and outcomes
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

\*Review your officer page at <http://www.sigmanu.org/collegiate-members/officer-resources> for the most up-to-date manual and other relevant resources to your position.