

New Officer Goal Setting

1. What is the purpose of my office?

2. What are the expectations of my office?

3. What ideas and goals do I have for improving this office?

4. What new / old programs do I plan to use during my term?

Officer Resources

Review your office manual and officer resource page – both found at

www.sigmanu.org/officerresources - and any materials provided as part of a local officer transition session or materials set to assist in completion of this worksheet to kick off your officer term.

Creating Your Officer Notebook

The following items should be included in your officer notebook.

- Officer Manual (review your officer page at www.sigmanu.org/officerresources for the most up-to-date manual and other relevant resources to your position)
- Chapter bylaws, Sigma Nu's [Risk Reduction Policy](#), [The Law of Sigma Nu Fraternity, Inc.](#)
- Officer Expectations
- Important [Due Dates](#)
- All current forms pertinent to the office
- Contact list of names, email addresses, and phone numbers for the office
- Timeline for the office (week-by-week of what needs to be done)
- Budget (and recommendations for any increases or additions)
- Project summaries for events that were coordinated by previous officer
- Recommendations for the coming semester or year
- Calendar of events, due dates, and project deadlines for the past year
- Job descriptions for the committee that supports your office
- Other: _____
- Other: _____
- Other: _____
- Other: _____

Officer Resources

The Officer Notebook exchange is a critical part of the individual transition process.

By taking time to organize the notebook (digital files and/or hard copy materials) 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.

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'll need for your term is an important step in taking on any new leadership position in the Fraternity.