





# One-on-One Transition Meeting

Take time to go through the information below when you sit down with the incoming officer for your position.

## Part 1 - Officer Notebook and Expectations

- Give your cleaned out, organized officer notebook to the new officer and explain its contents.
- Review the [Sigma Nu Officer Resources page](http://www.sigmanu.org/officerresources) for the position and download the most up-to-date copy of the officer manual for this position (<http://www.sigmanu.org/officerresources>).
- Explain the expectations of the office.
- Explain the expectations that go along with the office that are not in the officer's description.
- Review the past year's calendar and explain the programs and events that took place.
- Show the officer the chapter bylaws, pointing out any specifics related to this role. Recommend they be read in full following the meeting.
- Explain the forms and files that have been started over the past year.
- Review the budget for the office (if you don't have one, ask the Treasurer to help you come up with one).
- Review the list of contacts pertinent to your office (names, email addresses, and phone numbers).
- Review the contact information for your alumni and faculty advisor(s) and how to best utilize them.
- Check the supplies and materials that are necessary for this office. Explain to the officer how to get additional supplies.
- Together, brainstorm some ideas for the office.
- Discuss the timeline and deadlines that are associated with this office. Discuss the importance of meeting the deadlines for forms and other paperwork.

## Part 2 - Goals and Follow Up

Once you have covered the Officer Notebook and related materials as outlined above in Part 1, cover the following items. For this part of your meeting, review the goals you had as an outgoing officer for the semester / year.

- Explain the status of these goals.
- Explain which goals were completed.
- Explain which goals need follow-up.
- Now, help the incoming officer think of some goals he might set for the next semester/year.
- Set a time to meet again during the incoming officers' first month in office.

Follow Up Meeting: **Date** \_\_\_\_\_ **Time** \_\_\_\_\_ **Location** \_\_\_\_\_

- Answer any questions the new officer has for you.