

OFFICER TRANSITIONS

Component

Documentation

<p>Chapter has an officer transition plan, which incorporates at minimum a retreat or collective in-person meeting between outgoing and incoming elected officers to discuss:</p> <ul style="list-style-type: none">- Short and long term goals- Successes and challenges of the past year- Action items for individual officers	<ol style="list-style-type: none">1. An officer transition plan including:<ul style="list-style-type: none">- A description of the retreat/meeting(s)- Outcomes/resolutions from the meeting(s)- Resources shared during the transition2. Officer Transition Confirmation Form, signed by the Chapter Advisor, ACB President, or campus professional overseeing fraternities at the chapter's institution.
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About This Component

Maintaining consistency can be difficult when an executive board changes every year. Implementing transitions that allow work to continue from one executive board to the next is a key practice that prevents chapters from re-inventing the wheel or working from memory while in their roles.

Best Practices

- There are hundreds of organizations and companies that have published officer transition plans and materials. Connect with your Chapter Support Specialist or search online for resources that are proven to work elsewhere.
- Craft a strategic plan that includes what may be expected of the chapter in five to ten years. Creating a plan that the chapter is expected to follow will assist in keeping the chapter on track well after today's leaders graduate.