



**One of the most important things you can do as a leader in your group is to make sure that the person next in line to do your job knows the responsibilities of the role and has access to information and resources. Officer transitioning is an integral part of making sure that your organization can continue running smoothly after you have fulfilled your responsibilities.**

Please fill out the following questionnaire for the incoming officer or use it as a guide when you meet to talk through the transition of responsibilities.

- 1) Where can materials/resources be found? (Please include digital resources and username/password information if applicable.)
  
- 2) Advisors and other people who work with the position (and contact information.)
  
- 3) Primary Responsibilities:
  
- 4) Responsibilities not listed in the position description:
  
- 5) Some things I tried that worked well:
  
- 6) Some things I tried that did not work well and why:
  
- 7) My biggest challenge was:
  
- 8) What I wish I would have known before taking the position:
  
- 9) Advice:



10) Please establish a timeline of due dates/events for the 20-21 Academic Year:

MAY	JUNE	JULY	AUGUST
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
JANUARY	FEBRUARY	MARCH	APRIL