

## The Three Questions to Guide Officer Transitions

### What did you do?

**Talk about your goals/ the organization's goals for the year**

- What were the goals?
- Which ones were accomplished?
- Which goals do you need to continue to work on?
- Which need to be changed or are no longer feasible?
- [How do you measure your success in reaching goals?](#)

**Programs and Activities**

- What did you do?
- Were those things well attended/meaningful/effective?
- Did those activities/programs align with your goals and mission?
- Did we schedule well/ have a good balance for our members?
- What should be done again next year?

### What do you know?

**How does the organization operate?**

- How did you manage and use our money?
- Were there a lot of scheduling conflicts?
- Did you have too many/not enough/ enough meetings?

**Members and officers**

- Do you have enough members? How do you recruit them? Is it successful?
- Are members as active as you need them to be? Are there ways for them to get involved in a more meaningful way?
- Where are officer roles stated? Are they stated clearly?
- How do officers interact? Is it effective?
- How do members feel about officers?
- [How does communication happen within the group?](#)

### What does the next person need to know?

**How do they find resources?**

- Do you have a committee structure? What is it and how does it work?
- How do they access money?
- Who is your advisor? What is their contact information? What is that person's level of involvement?
- [How should they find more information?](#)
- [Who can they reach out to for help?](#)