Quick Tips

The transition of leadership for your organization is vitally important and may determine the effectiveness of the group for years to come. A smooth transition is:

The responsibility of both the outgoing and incoming officers

A way to help the group avoid starting over or starting from scratch every year

A transfer of significant organizational knowledge

An opportunity for closure for outgoing members

A great opportunity for outgoing leaders to evaluate the year

An orientation process for new leaders

The leadership change over period

A time for incoming leaders to ask questions and the outgoing leaders to give advice

An outgoing leader’s last chance to say, “I wish I had done this…”

Quick Leader Hints

LEADER HINTS

Are available on the following topics:

- Conflict Resolution
- Constitution & Bylaws
- Delegation
- Difficult Member
- Event & Program Planning
- Fundraising
- Goal Setting
- Icebreakers
- Meetings & Minutes
- Motivation
- Officer Transition
- Recruiting New Members
- Retreats
- Stress Management
- Team Building
- Time Management

For further assistance with all aspects of student event planning, scheduling and organizing please seek an appointment with the Student Activities Staff or the appropriate ASUN Executive Officer.

For more information, call 784-6589

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This information was compiled with leadership materials from the:

University of Texas San Antonio  University of Kansas
University of New Mexico  University of Nevada Reno
**First Things First!**

Arrange for your new officers to have a chance to:

- Become acquainted with office surroundings
- Go through organizational and personal files
- Meet with advisor(s)
- Be introduced to important campus personnel

**Keep A Written Record**

The following information should be given to each new officer in a notebook:

- Constitution and Bylaws
- Job description of officers and members
- Resource or contact list of important people
- Yearly organizational calendar
- Organization member list with phone numbers, email and mailing addresses
- Philosophy or mission statement of the organization
- List of organizational goals
- Handouts on appropriate topics (Parliamentary procedure, stress management, etc.)
- Financial records (Treasurer)
- Status reports on committees and projects (President)
- Meeting minutes and agendas (Secretary and President)
- Historical records (President, Secretary, or Historian)
- Evaluations of past projects
- University handbooks

**Retreats**

*Outgoing/Incoming of officer retreats should include:*

- Icebreakers (can be done throughout the retreat)
- Evaluation of year’s events by outgoing officers
- Officer exchanges (notebooks, lists of duties, etc.)
- Goal reports by outgoing officers. Outgoing officers depart, leaving new officers to discuss the coming year
- Expectations of one another
- Goals for the coming year
- Ideas and calendar of events
- Closing — motivational

*Retreats for new officers should include:*

- Icebreakers (learning names, etc.)
- Review of constitution, bylaws, policies and procedures
- Self-expectations, and expectations of one another, advisors, members
- Activities that promote teamwork, building trust, etc. (throughout the retreat)
- Goals for the coming year
- Budgeting
- Events for the coming year/calendar
- Closing — motivational

**What We Really Want to Know Is...**

Have the outgoing officers answer the following questions on paper before the training/transition event and share their answers with the new officers:

**Outgoing Officers:**

- Describe the duties of this office
- What was your biggest frustration with your office? How could it be avoided in the future?
- What was your biggest surprise with this office?
- What were your goals? Did you meet them? Why or why not?
- How do the general members perceive this office?
- What was the Executive Board’s biggest success this year? Why were we able to achieve this success?

**Incoming Officers:**

- Describe the duties of this office.
- What questions do you have for the outgoing officer?
- What are your goals for this office?
- How do the general members perceive this office? How would you like them to perceive it?
- How do you plan to work effectively with the other members of the Executive Board?
- List the things you would like to learn from this experience over the year.