Transition Resources

Transitioning into a new team of leaders for your organization is one of the key components of an organization’s longevity. **Feel free to utilize the resources outlined below from this drive.**

Transition Package Template	This transition package template is to help outgoing officers write a detailed document outlining the duties, operations, lessons, and feedback an incoming officer needs to succeed in their new role.
Transition Facilitation Guide	This facilitation package is to help outgoing officers plan out the meeting for their official transition. It includes an example calendar, what to address during the meeting, and how to assess outcomes for the transition.
Off-Boarding Checklist	This offboarding checklist is to help outgoing officers ensure they complete all necessary tasks for on-boarding their incoming officer; including knowledge of policies and procedures, deadlines, and financial information.

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