



Student Involvement

STUDENT ORGANIZATION OFFICER TRANSITIONS

Where's our Constitution? How do I update MyInvolvement? Where did we get our T-shirts from last year?

A key element in an organization's success and longevity lies in the transition of officers from one year to the next. Successful transitions help current leaders develop a sense of closure, reduce the confusion of incoming officers, and increase confidence of those now tasked with leading the organization. We encourage transitional meetings or perhaps even day-long retreats. Be sure to invite your Advisor to attend!

Below is a list of information that should be passed along to the next set of officers:

CONTACT INFORMATION

- Faculty/Staff Advisor name, office location, & contact information
- Contact information of all 2016-2017 officers
- Contact information of all outgoing officers (for fielding questions from new officers)
- Important campus or community contacts & resources

YEAR IN REVIEW

- Celebrate your successes! What went well? What events/processes should be repeated?
- What events/processes need tweaking?
- What events/processes should be abandoned?
- Evaluate your organization's membership recruitment efforts and identify areas of improvement
- Evaluate your organization's membership participation
- Evaluate your organization's risk management efforts (i.e., measures in place to reduce probability of something going wrong like injury, property damage, bad publicity, financial loss)
- Evaluate your Faculty/Staff Advisor's involvement; can you better involve your Advisor?

FINANCIAL RECORDS

- Invoices that have yet to be paid
- Account numbers (e.g., Student Association account, Foundation account, UAS account)
- 2015-2016 budget information and allocation
- 2016-2017 budget information and allocation
- Past financial balance statements and invoices

DOCUMENTS

- Organization Constitution/by-laws and those of national/recognizing body, if applicable
- Officer roles/expectations
- Organizational-specific paperwork: new member application, T-shirt order form, dues form, etc.
- Meeting minutes
- Calendar of events – last year's and coming year's
- Currently reserved space for 2016-2017 (if applicable)
- Important dates/deadlines to know for 2016-2017
- Organizational goals for 2016-2017

WHAT YOU WISH YOU KNEW

Put yourself in the new officer's shoes and think back to when you took office. What do you wish you had known? How can you make the transition smoother this time around?

TO-DO CHECKLIST

- Anything that needs to be done now or over the summer in preparation for Fall 2016
- Update roster and Primary Contact on MyInvolvement. Here's how:
<http://support.collegiatelink.net/hc/en-us/articles/205842160-Managing-Your-Roster-Video->
- Remove albany.edu email access for outgoing officers and add it for new officers. To do so, contact the Student Organization Resource Center (sorc@albany.edu) with names and NetIDs of those to remove and add.
- Share login information for non-albany.edu email addresses (if applicable)
- Pass down password to albany.edu web space (if applicable) or other web space
- Turn over administrator access to social media sites (e.g., Facebook, Twitter, Instagram, etc.)
- Provide administrator passwords to any office computers
- Return Campus Center office space keys to Campus Center Management and inform incoming officers of process for signing out 2016-2017 keys and need to apply for space annually
- Schedule meeting with current and incoming officers

RESOURCES

- [Space Reservation Procedures](#)
- [Student Association Constitution/By-Laws](#)
- [Graduate Student Association Constitution/By-Laws](#)
- [Low Ropes Course](#)
- [Dippikill Wilderness Retreat](#)