



Leadership Handouts

Organization Development Series

Activities Resource Center
Department of Campus Activities
University of Houston

Leadership Transition

The transition of leadership for your student organization can be smooth or a complete disaster and may determine the effectiveness of the organization for years to come. Making the transition is the responsibility of the current leadership as well as the new officers. The passage of knowledge of knowledge, experience, accomplishments, and goals for student organizations will help the current officers gain a sense of completing their jobs and bring closure to their experience, while at the same time, giving the new officers valuable information, advice and confidence for the future.

Below is a list of what to transfer from your old officers to the new leadership. If you discover that your organization can't share some of the information because these items don't exist, remember that it is never too late to start documenting, and that the Department of Campus Activities might be able to help.

Personal Expertise, Knowledge and Experience

- Share problems and helpful ideas, procedures, and recommendations.
- Write or share reports containing traditions, ideas, or completed projects, continuing projects, concerns, loose ends, ideas that came up but were never implemented, past fundraisers etc.
- Go through personal and organizational files together.
- If you have an office or regular meeting space, acquaint new officers with physical environment
- Introduce new officers to the Campus Activities Staff and inform them about the leadership programs.

Areas of Knowledge of Organization's Structure, Goals and Past Accomplishments

- Constitution and Bylaws
- Job Descriptions
- Status reports on current & continuing projects
- Evaluations of previous projects/programs
- Meeting minutes and agendas
- Resources or contact lists
- Members list
- Financial records and books