

Checklist/Agenda for Transition Meeting

Position: _____

Outgoing Officer Name: _____ **Email:** _____

Incoming Officer Name: _____ **Email:** _____

Did the outgoing officer provide resources/ officer notebook? Yes___ No___

Did the outgoing officer share goals from the previous year? Yes___ No___

Did the outgoing officer share the duties and responsibilities of this position? Yes ___ No___

Did the outgoing officer review programming timeline and budget? Yes___ No ___

Does the officer feel that the constitution and bylaws are accurate of the position?
Yes ___ No ___