

Officer Transition & Training Manual

Officer Transition Expectations:

- ✓ All incoming and outgoing officers are required to attend a Transition Mtg .
- ✓ All incoming and outgoing officers are required to have a one on one meeting .
- ✓ The one-on-one meeting should review the Evaluation and Information Sheets given in this packet.

Officer Evaluation Sheet:

Position: _____

Successes:

What were some of your success in your position?

What did you like most about your job?

What programs should continue to be implemented within your position?

What are some successful practices that helped you throughout your position?

If not already discussed, what were some of the successful goals completed?

Opportunities:

What are some opportunities for improvement for this position?

What were some of the obstacles for this position? How did you overcome these?

Problems that arose this past year?

What could be improved this year: by you? By chapter? Others?

You-

Chapter-

Others-

Officer Information Sheet

Overall responsibilities and duties of position: (filled out by Outgoing Officer)

Resources/ contacts for this position:

Name	Position	Contact Info

Calendar/ Tasks for the Year: (Filled out by Outgoing Officer)

Things to have done/think about each month:

January

February

March

April

May

August

September

October

November

December