

Title of PDF: Officer Transition Packet

Name:

Position:

Year:

What Makes Great Officers?

Great officers are active participants, willing to accept responsibility either on their own or when asked. They display initiative and follow-through and are willing to learn leadership through their service to the chapter and to KDP.

Officer Expectations

- Serve on the committee to which your position is assigned. Attend all meetings and be willing to take on assignments as needed.
- Maintain an officer folder. Keep this folder, binder, or file organized and include everything you would need to carry out your responsibilities. Include any resources, a record of the year's activities, a calendar and/or timeline of your tasks, contact information, and resources used during your term.
- Train your successor. Give your folder and resources to your successor and review it together. Answer questions, explain documents, and point out resources that were especially helpful to you.
- Communicate regularly. Touch base with other leaders often, sharing important updates.

Great officers are creative, innovative, and progressive. They collaborate on projects and hold their fellow officers accountable to fulfill their responsibilities.

Newly elected officers may feel excited, anxious, and even overwhelmed. This is all normal even for seasoned officers! Here are ways to mitigate those concerns:

- As an officer team, determine goals, assign tasks, establish beginning and ending deadlines, and communicate expected outcomes.
- Review your role's responsibilities often and encourage your peers to do the same.
- Review goals regularly to ensure they match with the needs of the chapter.

For programming decisions in which your chapter members may want input, it is wise for the committee to bring two or three options to the chapter for a vote. Remember, your fellow members will be more likely to attend events and programs they helped plan!

Tips and Tricks for Familiarizing Yourself with KDP

- Review and ask questions about [KDP Chapter Resources](#) available to you on the [KDP website](#)
- Learn more about the national organization. Explore the [benefits](#), [scholarships](#), and more! Be an advocate for KDP and the profession.
- Access the chapter roster, update officers, and promote your social media presence in the Chapter Management section of your MyKDP account.

- Check in with your [Membership Experience Manager](#). They are ready and willing to help in any capacity!

Officer Transition Reflections – Outgoing Officer

Thank you for all that you have done to serve your chapter and KDP during your time as an officer. Before transitioning away from your role, consider the following questions. Your answers will help guide your successors for years to come. Feel free to add additional questions or comments that you would like to pass along.

1. What is your proudest accomplishment as an officer?
2. What do you think could've gone better during your tenure?
3. What do you wish you would have accomplished if you were able?
4. What was the best part about being a chapter officer?
5. What is something you wish you knew when starting your role?
6. What is something that the next officer should do to be a great officer? What is the best piece of advice you'd like to give them?
7. Based on your work as an officer, where do you see your chapter in 3 years (consider recruiting, programming, fundraising, etc.)?

Officer Transition Reflections – Incoming Officer

Even though you are just beginning to step into your position, please take a few moments to review and answer these questions to the best of your ability.

1. Why did you join KDP?
2. Why did you choose to serve as a chapter officer?
3. What is a skill you bring to the chapter's executive board?
4. What is something you would like to accomplish during your tenure?
5. What makes you most nervous about being a chapter officer?
6. What makes you most excited about being a chapter officer?
7. What legacy would you like to leave in your position?