**Title of PDF: Structuring an Officer Transition Meeting**

The health and longevity of the chapter relies on strong and consistent leadership. A transition plan ensures that the next set of leaders has all the necessary tools, tips, and historical knowledge to succeed in their role.

How to Use This Guide and Transition Packet

* Use what works best for you! Add what you need to host a productive meeting with the incoming officers. Feel free to break up the meeting as well as review officer responsibilities.

Preparing for the Event:

Gather all the necessary materials from KDP and the chapter:

* Officer Position Descriptions and Officer Service Agreement [Link]
* KDP Society Bylaws [link]
* Officer Transition Packet [link]
* Chapter Planning Tool [link]

Check-in with current officers. Be sure that they are ready to hand off materials and that incoming officers are ready to take over the responsibilities:

* Outgoing officers have position binders filled with important documents, tips, and tricks that helped them succeed in their role.
* Incoming officers are prepared to begin their positions at the transition meeting.
* Meet in advance with the new president to help plan the meeting.

Sample Agenda:

1. Important pieces for all officers to know
	1. Expectations, bylaws, budget, and existing long-term goals.
2. KDP chapter resources and any important campus resources for the new leaders to know
	1. Recruitment, eligibility, and initiation
3. Position meetings – review roles and other important information, contacts, reflections, budget, and questions.
4. Official hand-off of chapter leadership to incoming officer group.
5. New officer meeting to set goals and project ideas for the next year.