



Structuring an Officer Transition Meeting

The health and longevity of a 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:

- Chapter Policy Handbook—find officer positions and duties starting on page 2.
- KDP Society Bylaws
- Officer Transition Packet

Check in with current officers. Be sure that they are ready to hand off materials and that incoming officers are prepared to take over their new responsibilities.

- Outgoing officers have position binders filled with important documents, meeting/event notes, tips, and tricks that helped with success in their role.
- Incoming officers should be prepared to begin their position at the conclusion of the transition meeting.
- Current president should meet with the incoming president to collaborate with the planning of this meeting.

Sample Agenda:

1. Important pieces for all officers to know:

- a.** Expectations, chapter policy handbook, budget, and existing long-term goals.

2. KDP resources and any important campus resources for the new leaders to know.

- a.** Recruitment, eligibility, initiation, etc.

3. Position Meetings:

- a.** Each officer meets with the corresponding incoming officer to review the role; share other important information such as contact information, reflections, and

budget; and answer questions.

4. Official hand-off of chapter leadership to incoming officer group.

5. New officer meeting to set goals and project ideas for the upcoming year.