



STUDENT OFFICER TRANSITION GUIDE

Why do officer transitions matter?

When officers graduate or change roles, things can get chaotic if you don't have a plan. A strong handoff gives new officers a solid foundation in their roles, plus it reinforces Chapter knowledge and strengthens connections between current and former student leaders.

This guide walks you through administrative tasks and best practices to make your Chapter transitions easy and productive. Let's get started!

In this guide:

1. Create a transition folder
2. Host a transition meeting
3. Tips and reminders
4. Incoming/Outgoing Officer Transition Forms

[1] Create a Transition Folder

Student Chapters should keep detailed records, including contact information and account passwords. The best way to stay organized is to maintain a digital transition folder with all resources officers may need in their roles, such as handbooks, reports, and guidelines.



Create and share a digital transition folder that includes:

- AMPP Mission Statement
- Student Chapter calendar
- Officer guidelines and position descriptions
- Year-end reports and evaluations
- Completed transition worksheets
- University policies and important contacts
- Previous and current goals and any planning documents
- Passwords to any Chapter accounts and software

[2] Host a Transition Meeting

To ensure continuity from year to year, have an official transition meeting that includes all incoming and outgoing Chapter officers. The meeting is meant to be fun, casual, and don't forget the refreshments! It's a chance to set the stage for a successful new term.

Here's a sample agenda, so you know what to cover:

- **Welcome and introductions** – Set a warm, collaborative tone and give everyone the opportunity to introduce themselves.
- **Year in review** – Evaluate the goals and activities of the last year.
- **Student officer legacy** – Outgoing officers share strengths, challenges, and advice for each role.
- **Transitioning roles** – Incoming and outgoing officers review job descriptions, timetables, and unfinished projects that extend into the coming year.
- **Wrap-up** – Congratulate incoming officers and spend some time socializing!

[3] Tips and Reminders

Tips for outgoing officers:

- Ensure the incoming officer has access to any files and accounts they'll need.
- Be honest about challenges and success to help them in their role.
- Offer to stay in touch if they have questions.

Tips for incoming officers:

- Review your role description and ask questions at the transition meeting!
- Ask for clarification if you aren't sure about processes, projects or timelines.
- Set short-term and long-term goals for the coming year.



If you have any questions during the transition, please reach out to Chapters@ampp.org. Don't forget to share your new officer list with us.

[4] Incoming/Outgoing Officer Transition Forms

Use these brief forms to compile and share information during the transition. Outgoing officers should share them with their incoming counterpart. Incoming officers should use them to set a foundation for success.

Outgoing Student Officer Transition Form

Position Title:

Name:

Phone:

Email:

Date:

Please email this form to the incoming officer.

Key Information

List the other Student Officers you worked with on projects:



Contact info for people who helped you:

What went well during your term?

What challenges did you face, and how can the next officer address them?

Lessons Learned

What do you wish someone had told you before you started?

What didn't work well, and could be improved?

Suggestions for the Incoming Officer

What needs to be done right away?

Who are the important people to meet or know (include contact info):

Key responsibilities and forms the new officer will be responsible for:

Incoming Student Officer Transition Form

Position Title:

Name:

Phone:

Email:

Date:

Please use this form to guide your first few months in the role.



Preparing for the Role

What key things are you responsible for in this role (e.g., forms, duties, etc.)?

What can you do over the summer to prepare?

What resources or contacts should you know about (e.g. advisor, alumni, etc.)?

What challenges should you prepare for?

First Steps

What needs to be done immediately (summer or fall)?

What should you focus on first (e.g., specific tasks or people to meet)?

Did you get advice or suggestions from the previous person in this role?

Personal Goal Setting

What do you want to accomplish short-term and long-term this year?

What specific, immediate actions do you need to take to accomplish them?