**Officer Transition Workshop**

Tau Beta Sigma

Southwest District

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This outline is designed to help incoming officers and committee heads transition smoothly into their new position. The first half of the workshop is meant for old and new officers to sit down together as a group to discussion. The second half is meant for just the incoming officers. This series of discussion questions is designed to get everyone talking about what every officer needs to know and how you can make your chapter better.

**Questions for Everyone**

1. What are some of our chapter’s accomplishments this year?
2. What are some of our chapter’s strengths?
3. What are some things our chapter could have done better this year?
4. What are some of our chapter’s weaknesses?

*\*\*\*At this time, have all outgoing officers sit down with their incoming counterpart and answer the following questions together.\*\*\**

**Questions for the Outgoing Officer**

1. What are some things you would like to see continued?
2. What are some things you wish you could have done in office, but couldn’t?
3. What are some things you wish you had known when you took the office in the first place?
4. Give 3-5 charges for the incoming officer for the next year.

**Questions for the Incoming Officer**

1. What are some of your new ideas?
2. What are some challenges you anticipate facing in this new office?
3. Do you have any more questions for the outgoing officer?

*\*\*\*At this time, outgoing officers are free to go. The rest of the workshop is for the new officers\*\*\**

**Communication—What Everyone Should Know**

1. Anything financial must be approved by the treasurer before chapter meetings
2. Usually a good idea to clear everything with the president always
3. Email/Contact the president about being on the agenda to speak in chapter
4. If you intend to be absent from chapter and need to present something, have a backup plan

**Incoming Executive Council**

3 Big Things:

1. Communication
2. Privacy when dealing with delicate issues
3. Setting the example

**Discussion Questions for the Group**

1. What are the strengths/weaknesses you foresee for this executive council?
2. What do you think will be your biggest challenge as an executive council?
3. How will you handle personal/emotional problems in executive council? Or in the chapter?
4. How do you prevent the executive council from becoming an “exclusive club” within the chapter?
5. How can you as an executive council avoid stasis and always be proactive?
6. Give yourselves at least 5 charges for the new year as an executive council.