

INCOMING OFFICER WORKSHEET: Maintaining Continuity

*This should be completed before transition meetings and training sessions.*

Please think through and respond to the following questions which will help you start planning for your position. This information will be helpful during your conversation with the outgoing officers, who will answer some similar questions from their perspective. These questions will help you brainstorm ideas and goals for the upcoming year.

Name & Position/Title: \_\_\_\_\_

1. What are some specific questions I have about this position (forms, duties, responsibilities, etc)?
2. What are some tasks I should do over the summer to prepare for the fall?
3. Who are some people I should get to know as resources?
4. What are some services I need to know about?
5. What things should I know about working with our organization's advisor?
6. What are some other questions I want answered?

7. What do I perceive to be my organization's objectives and goals?
8. What do I consider to be the responsibilities of my position?
9. What are my expectations of myself in this position?
10. What expectations do I have of the executive board or other officers?
11. What expectations do I believe the members have of me?
12. What problems or areas do I think will require attention within the next year?
13. This is a specific problem that I anticipate encountering during my officer position next year: