

FILES AND INFORMATION

This should be completed before transition meetings and training sessions.

Please think through and respond to the following questions regarding your experience as an officer in your organization. This information will be helpful to your incoming officers to help them brainstorm ideas and goals for the upcoming year. Consider your answers carefully and ensure you communicate your answers to the incoming officers.

Name & Position/Title: _____

1. What do I perceive to be my organization's objectives and goals?
2. What do I consider to be the responsibilities of my office?
3. What did I enjoy most about my office/responsibilities?
4. What did I enjoy least about my office/responsibilities?
5. What do I wish I had done, but did not?
6. What did I try that did not work? Why did it not work?

7. What problems or areas will require attention by the incoming officers within the next year?

8. Who was the most helpful in getting things done? Who were my best resources?

9. What should be done immediately in the fall?

10. Things I wish I had known before I started in this position?