

Officer Transition Report Template

Senior Vice President



This template is designed to facilitate conversation between the outgoing Chapter Officer and the incoming, newly elected Officer. This document will not cover all necessary topics that a transition meeting requires, but can be used to prompt conversations

Name of officer filling this document out:

Chapter:

Date of transition meeting:

Are you elected to this role for one term or one year?

What are some notes that the new officer should be aware of?

- *What are past recruitment themes the chapter has done?*
- *What is one thing the outgoing officer wanted to do but wasn't able to?*
- *What are ways we can streamline the recruitment process?*

What is your plan for the next recruitment cycle?

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Do you have a theme? Yes No If yes, what theme are you thinking?

How long will Recruitment last, and what are your anticipated dates?

- Length:
- Anticipated Dates:

Recruit Goal:

Pledge Goal:

What are your goals for your term as Chapter Senior Vice President?

What is one thing you want to improve within your Chapter and its recruitment/marketing efforts?

Jot down some topics/ideas you want to bring up at the next Executive Committee meeting: