

Officer Transition Report Template

Vice President -Chapter Operations



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 is the process for taking and tracking attendance at events?*
- *What is one thing the outgoing officer wanted to do with their role but wasn't able to?*
- *What is the Chapter Management Program (Health Indicator) and what is your role within it?*

Does your Chapter have an attendance policy or points system? Jot some notes down below:

What are your goals for your term as Chapter Vice President - Chapter Operations?

What is one thing you want to improve within your Chapter and its current operational practices?

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