

Officer Transition Report Template

Vice President -Pledge Education



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 some ideas for integrating Pledges into the Chapter?*
- *What is one thing the outgoing officer wanted to do with their role but wasn't able to?*

What is your plan for the next Pledging cycle?

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Anticipated Pledge Education Program dates for next term:

Per policy, the Pledge Education Program must be between 28-35 days (4-5 weeks) in length.

- Pledge Meeting #1:

- This includes Pledging Ceremony and Big Brother Introductions
- Pledge Meeting #2:
- Pledge Meeting #3:
- Pledge Meeting #4:
- Pledge Meeting #5:
- Final Exam due date:
 - *Note: The final exam must be completed at least 24 hours prior to the Initiation Ceremony*
- Initiation Ceremony date:

Big Brother Introduction ideas:

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

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

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