

Officer Transition Report Template

Vice President - Professional Activities



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 necessary and important 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?

- *Who have you reached out to for speaking at professional events?*
- *How do you incentivize members attending events?*
- *Do you have a committee? If so, how often do they meet?*
- *What is one thing the outgoing officer wanted to do with their role but wasn't able to?*

What are some topics you want covered for professional events?

How many events do you want to host in the coming term?

What are your goals for your term as Vice President - Professional Activities?

What is one thing you want to improve within your Chapter and its professionalism?

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