

Officer Transition Report Template

Vice President - Scholarship and Awards



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?

- *How do we currently recognize our members?*
- *Are there any campus scholarship opportunities members should know about?*
- *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 awards and scholarship ideas that you would like to implement within your Chapter?

Do you plan on applying for any national awards at the end of the Spring term?

Yes

No

If yes, which ones?

What are your goals for your term as Vice President - Scholarship and Awards?

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

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