

Summer 2009 - Leadership Transition Tips

Congratulations on your role as a *newly elected officer*! As you pursue the next steps of your transition, here are some helpful tips to guide you through the process:

- Meet with your University Advisor to introduce the new officers.
- Review your organization's Constitution, By-laws, goals and objectives.
- Review your organization's transition binders, scrapbooks, or any other records, to become familiar with the general history of the organization and the recent activities.
- Meet with other incoming officers to plan for the upcoming year and to clarify roles and responsibilities. Take this time to also evaluate past programs and projects.
- Schedule time to walk around campus with the new officers and introduce them to important key resources (Matador Involvement Center, Meeting Services, Associated Students, etc).
- Submit completed Annual University Recognition Documents (Available in August 2009 in the Matador Involvement Center, USU)
- Sign up for Meet the Clubs Day (August 26 & 27, 2009 on Cleary Walk)
- Submit an updated Authorized Signature Form to Associated Students Accounting (Bayramian Hall 240)
- Attend Annual Recognition Conference (Saturday, September 26, 2009 – Information Coming Soon)