

QUICK TIPS

The transition of leadership for your organization can be smooth or a complete disaster, and may determine the effectiveness of the group for years to come.

A smooth transition is:

- The responsibility of both the outgoing and incoming members
- A way to help the group avoid starting over or starting from scratch each year
- A transfer of significant organization knowledge
- A sense of closure for the outgoing members
- A utilization of the valuable contributions of experienced leaders
- A time for the new leadership to absorb the expertise of the outgoing members
- A great opportunity for outgoing leaders to evaluate the year
- An orientation process for new leaders
- The leadership changeover period
- A time for the incoming leaders to ask questions and the outgoing leaders to offer advice
- An outgoing leader's last chance to say "I wish I had done this"

LEADER BITS

are available on the following topics:

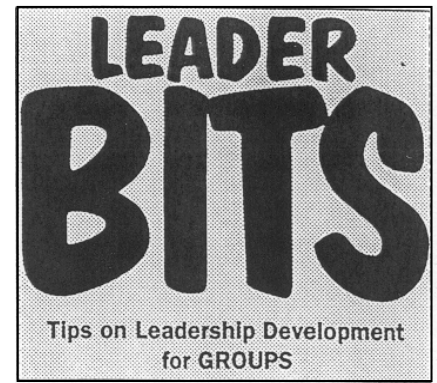
- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Co-Sponsorship with Other Groups
- Communication
- Community Service
- Conflict Resolution
- Constitution/Bylaws
- Delegation
- Difficult Members
- Elections
- Ethics
- Evaluation Series
 - Group Performance*
 - Individual Performance*
 - Meeting Evaluation*
 - Program/Event Evaluation*
- Financial Series
 - Budgeting Organization Money*
 - Corporate Sponsorship*
 - Fundraising*
- Getting Involved
- Goal Setting
- Group Dynamics
- Icebreakers
- Marketing Your Leadership Skills
- Meetings
- Minutes from Meetings
- Motivation
- Newsletters
- Officer Transition
- Parliamentary Procedure
- Program Planning
- Public Speaking
- Publicizing Events
- Recognition
- Recruiting Volunteers
- Retreats
- Starting an Organization
- Stress Management
- Team Building
- Time Management
- University Events

LEADER BITS

is a publication of the Student Involvement & Leadership Center (SILC). Copies are available in SILC, 400 Kansas Union, 864-4861.

SILC staff offers programs and consultation in these and other areas of personal and organizational leadership.

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The University of Kansas



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Working with new officers:

Share effective leadership qualities and skills
Share problems and helpful ideas, procedures and recommendations
Go over reports containing traditions, ideas, completed projects, concerns, loose ends, ideas that came up that were never implemented, etc.
Go through organizational and personal files
Acquaint them with office surroundings
Meet together with the advisor(s)
Introduce them to important campus personnel

Specific information to give to new officers: (= helpful in a manual)**

** Constitution and Bylaws
** Job descriptions of officers and membership
** Description of committees
** Resource or contact list of important people
** Listing of basic annual procedures (reserving room, office space, etc..)
** Organization member list
** Calendar of annual events (rough estimate of what happens each month)
** Philosophy, mission or purpose statement of organization
** List of goals for organization
** List of expectations of members
** List of members
** Handouts on appropriate topics (stress management, parliament pro, etc.)
Financial records (treasurer)
Status reports on current and continuing projects (President/committees)
Evaluations of previous projects (President or secretary)
Meeting minutes and agendas (President or secretary)
Historical records of organization (President, secretary or historian)
University handbooks (any)

Old/New Officer Retreats:

Icebreakers (Advice and comments exercise)
Evaluation of year's events by outgoing officers
Officer exchanges - monthly calendar of responsibilities, etc.
Goals examination/report by outgoing officers
Old officers depart, leaving new officers to discuss the coming year
Icebreakers (either/or, dividing up your time)
Brainstorm theme ideas for the year (mission)
Expectations of one another
Goals for the coming year
Ideas and calendar of events for the coming year
Closing - Motivational

New Officer Retreats (right after office is taken or over the summer)

Icebreakers
Policy/Constitution and Bylaws review
Expectations of one another
Theme/Mission development
Goals for the coming year
Budgeting
Events for the coming year
Closing