



Committee Chair Transitions

The continued success of your Chapter's programming is dependent upon having solid transitions from one Committee Chair to the next in which all relevant information is shared. A structured four week transition will ensure that each Committee Chair has the tools to succeed in their role.

Prior to Transitions

Organize Transition Documents: Officers should keep organized records and add to them throughout the term. While some Chapters use physical binders, the use of electronic documents is strongly encouraged to prevent the loss of important information and facilitate easy access.

Week 1

Meet One on One: Following elections, outgoing and incoming Chairs should meet to discuss position responsibilities and review transition documents. The incoming Chair should prepare questions for the next meeting.

Open Meetings: Committee Meetings should be opened up so that newly elected Chairs can observe how the meetings are run.

Week 2

Meet One on One: The outgoing Chair should answer questions from the incoming Chair regarding the position or documents. The outgoing Chair should review the logistics of the tasks for which the Chair is typically responsible (updating spreadsheets, delegating tasks, etc.).

Open Meetings: During Exec Council Meetings, the outgoing and incoming Chairs should sit together and co-present information.

Update Access/Authority: Changes should be made to ensure that the incoming Chair has access to accounts, forms, etc. as required.

Week 3

Meet One on One: The outgoing Officer should supervise as the incoming Officer completes tasks, answering questions that arise along the way. Their role in the Chapter Meeting should be discussed.

Chapter Meetings: The outgoing and incoming Chairs should sit together and co-present information to the Chapter.

Week 4

Exec Council and Chapter Meetings: The incoming Chair should be presenting at meetings and have a firm grasp of their responsibilities, including how to lead Committee Meetings.

Officer Installation Ceremony: At the conclusion of the four week transition, the outgoing Chair should officially pass their duties on to the incoming Chair.

Transition documents should include:

- Position description per Chapter and National documents
- Logins and passwords for all accounts
- Information regarding progress toward goals and long-term plans
- Details about specific events, including what worked well and what should be improved
- Tips and tricks learned during the past year