



# LEADERSHIP TIPS

## Officer Training & Transition

Officer training and transition cannot simply consist of handing over multiple files and saying, “Call me if you have any questions.” This process should be thoughtful and well-planned. Invest the time in the new team of officers to set them up for success so they can build on the work you’ve done during your term of office. Use this as a guide for your own plan. If your chapter has just a few officers and a small chapter, scale down these steps.

### PRE-ELECTION ACTIVITIES

- Clean out appropriate files. Be sure to declutter and keep the most helpful and relevant documents. These include national SPJ bylaws, chapter bylaws, past calendar of events, meeting minutes, budget, roster/directory of members, job descriptions, and parliamentary procedure resources.
- Prime your future leaders! Get them excited to take leadership over the chapter and take it to the next level.
- Encourage potential candidates and give present leaders the opportunity to share the responsibilities and skills needed for each office.
- Recruit qualified people to run for officer positions and make sure they have the right information to make an informed choice about each leadership opportunity.

### POST-ELECTION ACTIVITIES

- Schedule your first one-on-one meeting with your successor.
- Review the officer’s budget.
- Schedule your first one-on-one meeting with your successor.
- Explain the chapter and national bylaws and standing rules, expectations, and procedures of the office.
- Explain what’s required in the SPJ Annual Report and due date.
- Brainstorm goals for the office.
- Share contact information for your chapter’s SPJ Regional Coordinator.

### INCOMING/OUTGOING COUNCIL MEETING

- Plan a meeting for the incoming and outgoing officers to help them fully understand the roles and responsibilities.
- This meeting should focus on helping the new officers work as a team and pick up where the last team ended.
- Discuss what did and didn’t work in previous years.
- Review past officers’ goals and establish new goals.
- Set a calendar as a team.
- Discuss the things outgoing officers wish they knew before they took office.

### SECOND ONE-ON-ONE

- After the meeting, set a final one-on-one time with your successor to make sure all questions are answered.
- Review individual officer goals from previous years.
- Discuss tasks that haven’t been executed.
- Email your SPJ Regional Coordinator to introduce your successor and thank volunteers for chapter support.
- Introduce incoming office to key resource people on campus.