Quick Tips

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

A smooth transition is...

- The responsibility of both the outgoing and the 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...”

Leading Bits

Topics

- Advising Groups
- Agendas
- Assertiveness
- Brainstorming
- Communication
- Community Service
- Conflict Management
- Constitution/By-Laws
- Co-Sponsorship with Other Groups
- Delegation
- Difficult Members
- Elections
- Evaluation Series
  - Group Performance
  - Individual Performance
  - Meeting Evaluation
  - Program/Event Evaluation
- Financial Series
  - Budgeting Organization Funds
  - 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

Leading Bits is a publication of the Office of Student Activities at LeTourneau University.

Copies are available from the OSA in MSC-1 or by calling extension 3127.

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

Published July 2002
LeTourneau University
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
- Go through the organizational and personal files
- Acquaint them with the office surroundings
- Meet together with the advisor(s)
- Introduce them to important campus personnel

Specific Information to Give to New Officers: (helpful if in a manual)
- Constitution and by-laws
- Job descriptions of officers and memberships
- Description of committees
- Resource or contact list of important people
- Listing of basic annual procedures (reserving rooms, office space, etc.)
- Organization member list
- Calendar of annual events (rough estimate of what happens or should happen each month)
- Philosophy, mission, or purpose statement of organization
- List of goals for the organization
- List of expectations of members
- List of members
- Handouts on appropriate topics (stress management, delegation . . .)
- Financial records
- Status reports on current and continuing projects
- Evaluations of previous projects
- Meeting minutes and agendas
- Historical records of the organization
- University handbooks

Old and New Officer Retreats:
- Icebreakers, team-building activities
- Evaluation of the year's events by outgoing officers
- Officer exchanges (monthly calendar of responsibilities)
- Goals examination/report by outgoing officers
- Brainstorm theme ideas for the year (mission, goals)
- Expectations of one another
- Goals, ideas, and events for the coming year

New Officer Retreat:
- Icebreakers, team-building activities
- Policy/ Constitution and by-laws review
- Expectations of one another
- Theme/ mission development
- Goals, ideas, and events for the coming year
- Budgeting

For more information about retreats, contact the Office of Student Activities in MSC-1 (x 3127)