PASSING THE TORCH

A PROGRAM FOR NEW AND FUTURE OFFICERS
Introductions

• Agenda
  • What does transition look like?
  • Look at your org today
  • The past and the future
  • Your officer toolbox
  • Wrap Up

• Cool Cap
  • It's important to be open and honest about where your organization is at

• Team Juggle (In Person Only)

• What do you want out of today's session?
  • Write down a few things you want to ensure you get out of the session

• Many of the slides have worksheets to go with them. Feel free to pause the video to complete the worksheets as we go!
What does transition look like?

Are there any words that were left out? Words can be positive, negative, or neutral.
Looking at your org today

- Honesty Hour: Where is your org at?
  - Think: funds, membership, experiences, direction/goals, etc.

- Stop, Stay, Shift
  - See attached PDF Sheet

- Top Two Priorities as an Officer
  - SMART Style!
  - See SMART worksheet

- Two Reminders
  - Remind yourself 1) Why you took on the responsibility of being an officer and 2) Remind yourself to make time for yourself to unwind and get away from responsibility
The past and the future

- Where has your org been at historically?
  - Has it been around awhile? Alumni? Are you new? Do you do things differently than you used to?
- Mission Statements
  - Your mission statement should guide your org
- 1, 5, 10
  - Where do you want your org to be at in 1, 5, and 10 years?
  - How can you help that process along TODAY?
  - What are future things you’ll need to consider
- Obstacles
  - What are some obstacles to your organization’s success
- Home Improvement
  - What can you improve and what do you need to improve?
Your officer toolbox

- Departments
- Golden Circle
  - See attached
- SMART Goals
  - See attached
- Outgoing and Incoming
  - Hold meetings between officers
- Meeting and Shadow Period
  - It's important to shadow the current officer
- What you THINK you NEED
  - Know the difference between what you THINK and what you NEED
- Ask Questions!!
- SI Timeline/Checklist
  - See attached
  - [https://www.wordclouds.com/](https://www.wordclouds.com/)
  - Create your own, new word cloud with transition related words!
Contact Us

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