

ADVICE AND TIPS FOR OFFICER TRANSITION

1. As an individual, meet with your predecessor before you are inducted, and if possible, 4-6 weeks after you have assumed your duties. Use guidelines provided by your national office (or from other materials) to structure your meeting - a new officer will often not know what questions to ask, and an outgoing officer does not always know what to share.

2. As an exec board, meet with the outgoing exec board. Structure your meeting with guidelines provided by your national or Office of Fraternities and Sororities. Do assessments of the chapter: areas of strengths and areas that need improvement. Discuss transition concerns. What outstanding problems/projects/concerns await the new exec board? If committee chairs need to be appointed/selected, discuss potential candidates.

THE MORE STRUCTURED THE TRANSITION, THE LESS PROBLEMATIC IT WILL BE.

3. Involve the chapter in the transition process. Either organize a chapter retreat - to take place before classes and recruitment starts, or at least set aside one or two chapter meetings for feedback, evaluation, and goal setting.

4. Involve your chapter advisor, regional consultant, or a staff member from Fraternities and Sororities in your retreat planning process.

5. Have an exec board/committee chair workshop. Discuss responsibilities, establish goals, create a semester calendar, formulate procedures for addressing conflict, failure to perform, etc. Let committee chairs know how they will be held accountable by the exec board and the chapter.

6. New president, social chair, Panhel/IFC reps, or other members who will be interacting with F&S office should introduce selves to the staff. This is an information-driven organization (as is the campus). If you have questions about administrative forms and trivia, discuss them with a staff member.

7. Take some individual time to self-reflect and to get your own life in order before you assume your position. Do this as well after your duties have commenced.

8. Find a mentor - be it a chapter advisor, faculty or staff person, someone from F&S, an alumnus/a, a previous officer, someone from your national office or regional officer, or someone outside of the chapter/university. Find that one person you can use as a sounding board, seek advice from, and discuss concerns, etc., preferably one who has already traveled this road. Have regular contact with this person.

9. Create some check-in points throughout the year - how will you monitor your progress, celebrate your successes, and evaluate your "failures"?

10. How does being an officer - and being Greek - fit in with the bigger picture of your life? Where do you hope to be when your term as an officer is finished, and what do you need to do now to get there. Remember to have some fun on the way.