



THE DEPARTMENT OF STUDENT ENGAGEMENT & ACTIVITIES PRESENTS...

E-BOARD TRANSITION 101: HOW TO GUARANTEE SUCCESS FOR INCOMING E-BOARD MEMBERS






E-BOARD TRANSITION 101



A clear and concise e-board transition strategy ensures that incoming e-board members are provided with both the knowledge and information needed to continue the mission and efforts of the organization.

But how do you assure the success of your organization continues? This guide will both provide suggestions and tools to consider when confronted with an upcoming e-board transition.





10 SUGGESTIONS TO ENSURE THE SUCCESS OF INCOMING E-BOARD



1

Be sure to communicate a detailed account of the job responsibilities and time commitments required of open e-board positions at the **BEGINNING** of the semester.

2

Hold elections early in order to allow for **AT LEAST** one month of overlap between incoming and outgoing officers.

3


Create a timeline with general dates and lead times for the e-board and each e-board position being filled.

4

Create a summer 'To Do' List for incoming e-board members. Provide information regarding involvement fair and club registration.

5

Provide incoming e-board access to your organization's email and social media credentials.





10 SUGGESTIONS TO ENSURE THE SUCCESS OF INCOMING E-BOARD



6

Share electronic copies of constitution/bylaws, meeting minutes, agendas, list of members, logos, contact information, e-board position descriptions and important past correspondences via SB Engaged 'Document' section Google Drive, or any other document sharing platform.

7

Share information regarding past/traditional events, planning strategies, program evaluations, event posters, etc. via SB Engaged 'Document' section Google Drive, or any other document sharing platform.

8


Discuss the financial status of your organization with incoming e-board members.

9

Have outgoing and incoming e-board members work together to create a list of S.M.A.R.T. goals for the upcoming year.

10

Introduce the incoming e-board to the Department of Student Engagement and Activities, their SEA Program Advisor, and faculty/staff advisor!





OUTGOING OFFICER QUESTIONNAIRE

What I liked most about my position was...

What I liked least about my position was...

Most difficult decision I made throughout my position was...

What I could have done to make the experience better was...

Obstacles to performing my position effectively were...

Contacts that assisted me in handling my position were...

Things I wish I knew before I took on the position are...

One university policy that I really had trouble understanding was...

Best qualities and best way to utilize our advisors are...

Things I hope I never forget...

The most helpful people/resources have been...


I am most proud of...

What collaborations were most successful?

What problems or areas will require attention within the next year?

What should be done immediately in the fall?

The culture of our organization is....





INCOMING OFFICER QUESTIONNAIRE

What position-specific things do I want to know about?

Things I should do over the summer...

Other students, faculty, and staff I should get to know...

Resources and services I need to know about...

Things I need to know about working with my faculty, staff, advisor...

Things I need to know about working with our organization...

Particular policy or procedure that I want to know more about..



S.M.A.R.T. GOALS

WORKSHEET

INITIAL GOAL

Start with the goal you have in mind

S

SPECIFIC

What do you want to accomplish? Who needs to be involved to accomplish this goal? When do you want to accomplish this goal by? Why is this goal important?

M

MEASURABLE

How can you measure progress? How much? How many?

A

ACHIEVABLE

How can you accomplish this goal? How realistic is the goal based on other constraints?

R

RELEVANT

Does this match your organization's efforts/needs? Is this the right time? Does it seem worthwhile?

T

TIME BOUND

What is your deadline? Is it realistic?

S.M.A.R.T. GOAL

Review what you have written and create a new statement based on your answers to the questions above.





INFORMATION ADAPTED FROM



https://www.stonybrook.edu/commcms/studentaffairs/sac/_docs/_leadership/Tips%20for%20a%20Successful%20Transition.pdf

<https://ithaca.campuslabs.com/engage/organization/club-hub-the-student-organization-portal/documents/view/1101820>.

<https://www.mindtools.com/pages/article/smart-goals.htm>

<https://www.eastfalls.jefferson.edu/studentengagement/inc/documents/ClubsOrgsForms/OSE-Leader-Transition-Checklist.pdf>

<https://www.smartsheet.com/sites/default/files/IC-SMART-Goals-Worksheet-9237-PDF.pdf>

