



Leadership **TRANSITION**

Student Programs Office

Leadership transition can make the difference between a successful, productive year and one in which new officers feel like they are always behind schedule. A competent transition program ensures that the valuable contributions of the experienced leaders will be utilized and result in the new leadership having more knowledge and greater confidence in their abilities.

The leadership transition period begins with the first discussions about making or accepting nominations for office and continues through the early weeks of the new term. The key to ensuring a successful transition is to make incoming and outgoing officers aware that their participation is a fundamental obligation of holding office that is critical to the ongoing success of the organization.

COMPONENTS OF A GOOD TRANSITION PLAN

- **4-6 week overlap** of current and newly elected officers
- **organizational manual**
- **well-designed meetings** and sessions
- **introductions to key people** with whom the new officers will be working (e.g., faculty, administrators)

The present leaders **should consult with both the Club Advisor and the SPO Advising Dean to determine the best course of action for planning and implementing the transition process.** The general format, space arrangements, and schedule of post-election activities should be worked out well in advance.

TOPICS/ITEMS TO BE INCLUDED IN THE TRANSITION PROCESS

- club's history and organizational calendar
- constitution and by-laws
- organizational goals and objectives from previous years
- job descriptions, detailed roles, responsibilities, and expectations
- manuals, evaluations of previous projects and programs
- previous minutes and reports
- resources, Club Advisor, SPO Advising Dean
- information on departments or student groups that have helped to co-sponsor events
- previous programming paperwork and sample flyers
- financial records, summary of expenses, and copies of processed vouchers
- membership lists with member phone numbers and emails, club computer and phone passwords, keys, etc.

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LEADERSHIP TRAINING

1. Comprehensive and theoretical leadership training should be led by SPO, the Club Advisor, knowledgeable outgoing officers, and outside consultants such as counselors and instructors.

Topics may include:

- recognizing, exploring, and appreciating different leadership styles, including situational leadership
- communication skills
- conflict resolution
- motivation theories
- team-building strategies
- problem solving
- decision making strategies
- time management skills

2. Skill building sessions and exercises may be facilitated by outgoing officers, SPO, the Club Advisor, and knowledgeable incoming officers.

Topics may include:

- **programming procedures** at Boston College (your SPO Advising Dean will be helpful with this)
- assessment of **students' interests**
- **establishment of learning outcomes and program evaluation methods**
- **technical aspects** such as contracts, talent negotiation, publicity/promotion, lighting, sound, staging, and facility capabilities.
- basic **organization skills**, including conducting a meeting, setting goals, planning by objectives, taking care of correspondence, taking and writing minutes, and preparing agendas
- **conducting nominations and elections**
- recruiting, selecting, and working with **committees and volunteers**

The extent to which each leadership training topic is addressed will depend on the size of the organization, the role of the Club Advisor, and the enthusiasm of the outgoing officers and transition committee chairperson. The topics have been presented above to provide student leaders with a firm understanding of what an effective transition process involves.