

# Officer Transition Checklist

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“A leader is one who knows the way, goes the way and shows the way.”

John C. Maxwell

## **Minimize Officer Transition Confusion By:**

- Orienting new officers as a group with outgoing officers.
- Make new officers aware of the following:

### **Documents:**

- Constitution & Bylaws
- Financial Records, Account Information
- Membership Records, Current Roster
- Forms and Applications
- Copies of Correspondence, Minutes, Reports

### **Personnel Resources:**

- Headquarters Staff
- Regional Chapter Director
- Campus Advisor

### **Other Resources:**

- National Website—[www.orderofomega.org](http://www.orderofomega.org)
- Chapter Resource Manual

### **Other Things to share during transition meeting:**

- Review Officer descriptions and role clarifications.
- Review Chapter programming and goals.
- Review fall Scholarship Program and Outstanding Chapter Award application process and criteria.
- Review new member selection process, tapping and initiation ceremony.
- Pass on initiation equipment and other chapter materials.
- Review new member registration process and make sure all current members have been registered.
- Any outstanding business that still needs to be taken care of.
- Things during your term of office that were considered important.
- Things you wish you had done during your term in office.
- Any advice for the incoming officers.
- Have new officers go online and complete the chapter update form.