

Officer Transition Worksheet:

Internal Aspects of the Organization	Responsibilities of your Position	Administrative Necessities	External Communication – College, Nationals	External Communication – Organizations, Students	Miscellaneous
<ul style="list-style-type: none">•Bylaws, Constitution – Know it•Ritual materials and how to correctly use them•Responsibilities of all officer positions in the organization•How all positions in the organization function•House polices•House finances•Internal Administration of the house – outside contractors, Action Plans, New policies, existing issues	<ul style="list-style-type: none">•Checklist of items to be accomplished by your position each term•Checklist of items to be accomplished by all positions below you each term•All meeting you must attend•Your relationship with your Greek Council – what it says on paper•Good individuals to get to know on campus	<ul style="list-style-type: none">•Administrative paperwork requirements for all positions•Changing Names on Accounts•Registering with National Organizations•Blue Book – Insurance, FISH inspections, walk-throughs•Understanding of dues structures•Requirements for recognition•Privileges for Organizations	<ul style="list-style-type: none">•Action Plans•Registering with National Organizations•National Conference Attendance•SEMP•S&S•Judicial Processes•Funding – SPEC•Past Successes and Violations	<ul style="list-style-type: none">•Greek Letter Councils•Co-sponsoring•Outside events•Etiquette in dealing with other organizations•Connecting with other presidents	<ul style="list-style-type: none">•Traditions passed from one president to another•Communication and conversation•Rituals and symbols

Our Organization Will: