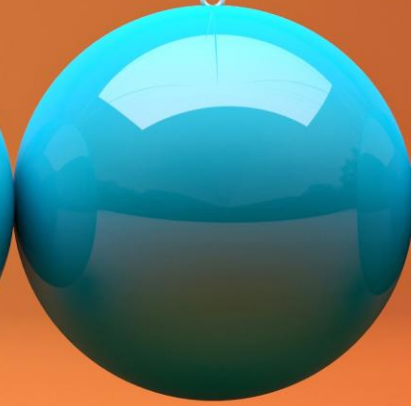



# Transitioning Leadership of your Club

Presented by Bethany Wolfe



# Agenda

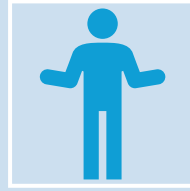
- Brainstorm 
- Starting the transition: things to consider
- Documents, files, and resources, *oh my!*
- Transition meetings – let's do it!
- Q&A



What is something you wish  
you knew before you started  
as a club leader?



# Where to start



What did you wish you knew before you started in your role?



What was the hardest part for you?



What can this person change or do differently next year?

# Documents, files, and resources – Part 1

Club constitution

Operations manuals

Member lists

Vendor lists

Passwords & account information

- Email
- Websites
- Social media

Job/role descriptions

# Documents, files, and resources – Part 2

## Event planning timelines

- What are key events you host? How long does that process take?
- When should you reach out to vendors?
- When should you reserve the space?

## Organization calendars

- Event planning timelines
- Recruitment timeline for new members
- How often do you meet?

## Organization goals and/or strategic plans

- Do you have projects in the works? Where do they need to be picked up?

## Sample meeting agendas and minutes

# Documents, files, and resources – Part 3

- Budgets and accounts!
  - What does your budget look like?
  - What do your fundraising accounts (130, 311) look like?
  - How do you determine your budget?
  - How do you even get a budget?
  - Are there new or changing costs to consider?
  - What is the budgeting timeline?
  - When do you spend throughout the year?



# Transition Meetings and Reports



Write down as much information as you can to leave with incoming leaders. Use shared documents and central file storing.



Schedule a time to meet with the incoming leaders to go over all documents, transition materials, and answer any questions; if possible, do this before the end of the semester.



Take some time to ask about goals the new leaders have for the RSO



Part with words of wisdom and guidance based on what you learned during your time!

# Questions?



Resources:

SGA office:

[uvmsga@uvm.edu](mailto:uvmsga@uvm.edu)

SGA website:

<https://www.uvm.edu/sga>

Club Affairs Committee:

[SGAclubaffairs@uvm.edu](mailto:SGAclubaffairs@uvm.edu)

SGA Treasurer:

[sga.finance@uvm.edu](mailto:sga.finance@uvm.edu)