

MRSO LEADERSHIP TRANSITION SUGGESTED TIMELINE

March:

- Review your constitution and bylaws to reflect changes made during your administration.
- Review job descriptions and make sure they accurately describe the duties of each officer.
- Hold elections.
- Develop a mentoring/shadowing program for newly elected officers.

April:

- Familiarize outgoing and incoming executive board members with one another so they can understand each other's roles and start building their team.
- Plan a transition retreat or meeting.
- Transfer the knowledge, information, and materials necessary for the new officers to effectively function. Fill in the gaps by asking yourself what information you wish someone had shared with you.
- Acquaint new officers with physical environment, supplies, and equipment.
- Introduce incoming officers to your MRSO advisor(s) and the Undergraduate Advising and Student Affairs staff.

May:

- Review and update your mailing list and membership records.
- Leave behind organized files that will be helpful to the new leadership team, especially information regarding USC and Marshall recognition.

MRSO OUTGOING/INCOMING PRESIDENT CHECKLIST

(To be completed before end of the outgoing school year)

We have met to discuss the following:

- The leadership qualities and skills need for this role
- Organization's policies and procedures
- Organization's completed and continuing projects
- Organization's biggest problems, concerns, and challenges
- Ideas and recommendations for future leadership and organizational growth
- Constitution and bylaws are up to date
- Job descriptions are up to date
- Mailing list and membership records are up to date
- The MRSO End-Of-Year Survey has been completed
- New leadership team has been elected and everyone understands their position
- New leadership team has met the old leadership team and has their contact information
- New leadership team has access to organized files for their positions
- My organization has hosted or scheduled a transition meeting or retreat
- The new leadership team is acquainted with physical environment, supplies, and equipment, and knows how to request access to these resources
- The new leadership team is acquainted with the MRSO advisor(s) and the Undergraduate Advising and Student Affairs staff
- The new leadership team knows what to expect and is prepared to adhere to USC and Marshall recognition standards, including
 - President term rules and expectations
 - Maintaining Marshall recognition rules and expectations
 - Any previous or existing status issues (e.g. probation/suspension)