

COLLEGE DEMOCRATS OF MISSOURI

TRANSITION GUIDE

2019-20



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OF MISSOURI**

Transitioning a chapter to a new set of leaders isn't easy, especially given how difficult it is to pass on knowledge that has been obtained over the years. However, creating an effective and systematic system to pass the torch every year is an incredibly important aspect of keeping a chapter active. This guide will attempt to go over some of the general ideas of how to do this, and some of the finer points in the changing of leadership.

SHADOWING

While not always a necessity, it is recommended that shadowing the current office holder is encouraged before elections. This ensures that going into the election the candidates have a decent idea of what work this position will actually include, and also so that the current office holder can discuss whether or not the person is appropriate for the job during the elections. It also can increase general productivity the next year as the new member already knows how to do their job going in.

TRANSITION GUIDES

Every position in an exec board should keep a guide on exactly what they did and when during the year that they were in office. This allows the next successor to build off this and improve. This guide should contain a calendar which specifies when to start prepping for events, when tasks need to be done, and what tasks have come up previously. Keeping these in a communal file folder or drive can create a base for new ideas or help if the previous member did not create a sufficient guide.

TRANSITION MEETING

Having a meeting with all the previous exec and the incoming exec board is an important step in moving forward. Distribute the transition guides first so the new members can ask questions about certain tasks and exactly what their job entails. It is also a good idea to have incoming exec discuss what they want to add to the job or change. Additionally, this meeting cements the new ideas as an expectation for the position to expand next year, which over time helps increase the work completed within the organization and makes it easier to grow.

HANDING OFF MATERIALS

Getting materials, both physical and digital, to the next exec board is something that while easy to do is also easy to forget. There are usually only a few things that need to be done to do this:

Transfer account ownerships, including FB pages, emails, and college student organization accounts. This also would include other social media and websites if the chapter has them.

Transfer physical materials, such as clipboards, stickers, or promotional materials that the exec board has. Make sure that if the old group was holding them that they get moved over. Add new exec to accounts, such as the state council account for the new presidents, and give them the contact info for the state federation and other useful contacts in the state.

If you follow these steps, you should be able to have a fairly smooth transition, which makes sure that your chapter remains strong for years to come.



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