

Officer Transition Report Form

Officer's Position: _____

Year of Office: _____

Outgoing Officer's Name: _____

E-mail: _____

Position Description: Five major tasks and responsibilities

1. _____

2. _____

3. _____

4. _____

5. _____

- Timeline of major tasks/responsibilities – be sure to include deadlines
- What worked well for you this year?
- What did you find challenging?
- Budget – be sure to indicate typical expenses and sources of income for which you were responsible, budget deadlines, ideas for new income etc.
- Contact people – with addresses, phone numbers, emails, and areas of responsibility
- Attach a copy of the completed version of any forms for which you were responsible, including forms from the OSA
- Activities Fair table plans and suggestions
- Review procedures and rules and recommend any needed changes
- Other....

This is one of many handouts available to you. Feel free to meet with any Student Activities staff member for more details about this topic or any others related to leadership or your student organization. We also have open advising hours every Wednesday from 3 p.m to 6 p.m. The Office of Student Activities is located in the University Center, on the 2nd floor, or by telephone at (503) 370-6463. Visit our website at www.willamette.edu/dept/osa or email us at wustudentinvolvement@gmail.com.