Student Organization Officer Transitioning

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Program Outcomes

- Understand the importance of effective transitioning
- Determine roles and responsibilities in the transition process
- Be prepared to create a transition plan

Introduction

- "Change is the only constant"
- Schlossberg "A Model for Analyzing Human Adaption to Transition"

Defining "transition"

- Definition
- Outcomes can be both positive, negative or both
- Successful transitions are marked by a new stable identity

Transitions are complex

- People continually experience change and transition
- Transitions do not necessarily occur subsequently
- People experience transitions differently
- Changes required:
  - The development of a new network of relationships
  - A new way of seeing oneself

Adaptions to transitions

- "Adaption to transition is a process during which an individual moves from being totally preoccupied with the transition to integrating the transition into his or her life" (Schlossberg, 1981, p.7)
- At first the student is completely aware of the transition and it permeates the person's attitudes and behaviors
- The student then evolves to a point where the change is an integrated part of the "self"

Ease of transition

- "Ease of adaption to transition depends on one's perceived and/or actual balance of resources to deficits in terms of the transition itself, the pre-post environment, and the individual's sense of competency, well-being, and health" (Schlossberg, 1981, p.7-8).

- As long as resources outweigh deficits, students can adapt to transitions with greater ease
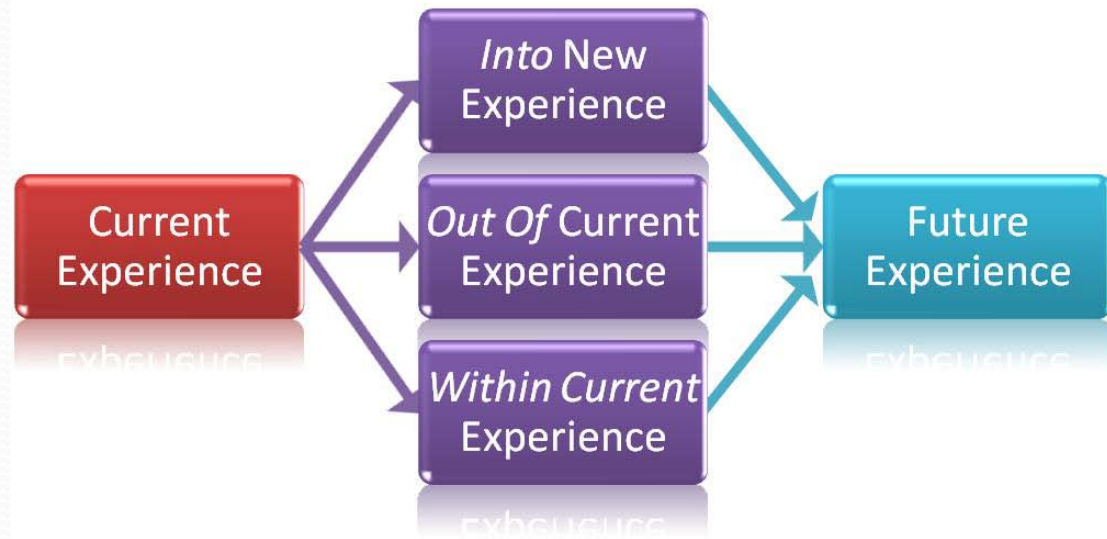
Set yourself up for success

- Consider the following:
  - Support systems
    - Institutional supports
    - Physical settings

Types of transitions

- Student Organizations
- Personal

The Commitment Cultivator

- Goal setting activity

Organizational Transitions

- Review the previous year's goals
- Review programs, activities, and officer selection
- Review membership
- Review officers and organizational structure
- Review organizational operation
- Review advisor involvement
- What have been the successes and failures

Review previous year's goals

- What did we hope to accomplish?
- How well did we do on each goal?
- Which goals should be continued?
- Which goals should be altered?
- Which goals should be dropped?
- What was left undone?
- Why?
- How can we ensure that doesn't happen again?

Review the programs, activities, and officer selection

- What activities and programs did we sponsor?
- How effective was each program?
- Did we have a good balance of different kinds of programs?
- Did we do any community service activities?
- Were the programs and activities consistent with group goals?
- Which activities should be continued and which should be dropped?
- What surprised us with more success than we expected?

Review membership

- Do we currently have just enough, too few, or too many members (in light of the group's goals)?
- How effective were our membership recruitment efforts?
- Are the members actively involved in the operation of the club (including decision making, planning, implementing, and evaluating)?
- Are members enthusiastic about the group's activities and motivated to work towards the group goals?
- Were there adequate opportunities for members to get involved in responsible and meaningful ways?

Review officers and organizational structure

- Do officers understand their responsibilities and roles within the organizational structure?
- Did the officers operate as a team or could cooperation between officers be improved?
- Is the amount of time and effort required of each officer equal, or are some expected to work harder than others?
- Are the officers "in tune" with the membership?
- Is there two-way communication (and understanding of members' needs and talents)?
- How would the general membership evaluate the effectiveness of the officers?
- How would the officers evaluate the effectiveness of the officers?
- What could be improved?
- Do we have officers that meet our needs?

Review organizational operation

- Were the finances adequate for the group's activities?
- Was the budget managed properly?
- Were meetings run effectively?
- Was the frequency of meetings appropriate?
- Do we have a committee structure?
- If so, is it working? If not, is it needed?
- Do we experience scheduling conflicts with other groups or activities?
- Is there any confusing red tape that can be streamlined?
- Are there any new processes we should implement to reduce errors and increase clarity?

Review advisor involvement

- Was our advisor involved just enough, too much, or too little?
- Does the advisor attend Executive Board meetings?
- Does the advisor attend general meetings?
- Does the advisor attend any programs?
- Does our advisor provide sound advice?
- Does our advisor know much about University policy?
- Do the officers feel comfortable asking the advisor for advice?
- Is the advisor right for the organization?

What have been the successes and failures?

- SWOT Analysis
  - Strengths
  - Weaknesses
  - Opportunities
  - Threats

SWOT ANALYSIS

	Helpful to achieving the objective	Harmful to achieving the objective
Internal origin (attributes of the organization)	Strengths	Weaknesses
External origin (attributes of the environment)	Opportunities	Threats

Student Leader Transitions

- The Bonner Foundation: "the process by which one leader in an organization is replaced by another, along with the breadth of knowledge and information necessary to be success in that position".

- www.bonner.org

Individual student leader transitions

- Starts from day one
- Responsibilities of the position
- Collection of materials
- Timetable to complete duties
- Unfinished projects
- Important resources and contacts
- Mistakes that could have been avoided
- What you wish you knew
- Remain available

Roles and responsibilities of outgoing and incoming officers

- Outgoing
  - Set up transition meetings
  - Create checklists
  - Introduce incoming officers to key resources
  - Facilitate relationships between incoming officer and advisor

Roles and responsibilities of outgoing and incoming officers

- Incoming
  - Plan an officer retreat
  - Set a timeline
    - Who will do what? When?
  - Goal setting
  - Develop a relationship with advisor
    - Identity core values
    - Review mission/purpose
    - Establish action steps

What to provide new officers

- Organization's constitution and bylaws
- Goals and vision
- Strategic plans
- Vision of the organization
- Officer responsibilities
- Available funding
- Campus Policies and Rules
- Calendars
  - Organization events
  - Academic
  - Campus traditions
- Advisor information
- Meeting agendas
- Past rosters
- Technology needs/usage
- Frequently asked questions
- What you wish you knew

Transition Process

- Notebooks
- Online Course System (Angel)
- Flash drives
- Meetings
  - Group meetings
  - 1:1 meetings

Worksheets

Transition Plan

- Communicate
- Use tools
  - Timelines
  - Everything in writing
  - Involve everyone
  - Establish a "transition team"
  - Involve your advisor
  - Get an advisor
  - Be tenacious, grateful and savvy
  - Remember your mission/purpose
  - Have a backup