

Executive Board Transition Tips

Why is ensuring a good transition important?

A good transition ensures that each incoming executive board member is prepared and understands their role. This gives the outgoing members an opportunity to share any tips of what worked well for them and what can be improved. It gives incoming members the opportunity to ask questions and become comfortable within their new role.

How does a transition look?

A transition period can be as short or long as necessary. Incoming and outgoing executive board members can have a meeting together to shift responsibilities. New executive board members can observe how a meeting is run, run a meeting concurrently with the outgoing members, and then be observed running a meeting. The transition period can occur at the end of a semester or academic year depending on the length of the executive board member's term.

How to make a transition run as smoothly as possible?

Ensure that the transition occurs at a time when all incoming and outgoing executive board members can be present. If a member is transitioning into one role and out of another ensure that there is adequate time for both transitions to occur. Make sure the incoming members have the contact information for outgoing members in case of any questions or concerns following the transition period.