

Student Organization Newsletter

April/May 2010

Highlight Photos

The Department of Student Involvement would like pictures that highlight your organization and its events throughout the year. These pictures will be used to update the website and new publications featuring student organizations, such as those given out at Preview Days and to new students during SOAR. Please send your photos to involvement@uwsuper.edu.

Fall Student Involvement Fair

Mark your calendars for **September 14 from 11am-1pm** for the annual Student Involvement Fair. This year, we will try holding the fair either outside on the plaza or in the YU Atrium.

Organization Transitions

Student Organizations- now is the time to start thinking about electing new officers and transitioning them into their new roles in your organization. A successful transition will save time and give direction to the new leadership. It important that organizations have their outgoing members share their knowledge and teach duties to the new members – they are a key resource in transition.

Leadership Transitioning

The following tips were written by Laura Green from <http://cns.utexas.edu/community/student-organizations/377>

Has you been through a lousy transition? One that left you feeling that you...

- Didn't know what the job entailed
- Didn't know where to go to get information
- Didn't know who you were working with
- Were unfamiliar with what the person before you did with the position

Here's why transitioning is important:

- Provides for transfer of significant organizational knowledge
- Minimizes the confusion of leadership change
- Gives outgoing leaders a sense of accomplishment and closure
- Utilizes the valuable contribution of experienced leaders
- Helps the incoming leadership take with them some of the special expertise of the outgoing leaders
- Increases the knowledge and confidence of the new leadership
- Minimizes the loss of momentum and accomplishments of the group
- Provides a sense of continuity among the membership

How do I transition new officers?

- **START EARLY!**
- Identify the leaders in your organization early in the year
- Encourage these potential leaders through personal contact
- Have the officers help develop skills, delegate responsibility to them, share with them the benefits of leadership, clarify job responsibilities
- Model effective leadership styles

Specific Suggestions

- **Create an organizational structure to support leadership development**
- **Develop a mentoring program**
- **Develop leadership notebooks/binders**
- **Create a shadowing program**
- **Orient all of the new officers together with the outgoing officers so they can understand each other's roles and start building their team**
- **Transfer the knowledge, information and materials necessary for them to function well**
- **Ask outgoing officers what they wish someone had told them**

An Effective and Smooth Transition:

- Elect officers one month before installation to provide an overlap period for new and old officers to work together
- Create reports about traditions, ideas, projects and continuing projects and concerns or ideas that were never implemented
- Review and make current your constitution and by-laws to reflect changes made during your administration
- Review job descriptions to make sure they accurately describe the offices your organization needs and uses
- Encourage informal meetings between incoming and outgoing officers
- Create a transition retreat
- Review your mailing list or membership records to make them current
- Leave behind files that you won't need, but think might be helpful to the new person
- Introduce incoming officers to advisors, Department of Student Involvement staff, SGA representatives, and other student leaders and university administrators
- Orient incoming officers to resources used

Add Personal Touches

- Share the effective leadership qualities and skills you learned on the job
- Share problems and helpful ideas, procedures and recommendations
- Have the officers go through personal and organizational files together
- Acquaint the new officers with physical environment, supplies, and equipment

Share your knowledge

- Constitution and by-laws
- Job descriptions/role classifications
- Organizational goals and objectives
- Status reports on ongoing projects
- Evaluation of previous projects and programs
- Previous minutes and reports
- Resources and contact lists
- Financial books and records
- Mailing lists
- Historical records, scrapbooks, equipment