

SOARS

Student Organization Advisor Resources and Support

Advising A Successful Officer Transition

- ❖ Why Officer Transition is Important
- ❖ The Role of Advisors in Officer Transitions
- ❖ Resources Available to Advisors and Students

Why Are Officer Transitions Important?

- ❑ Maintains effective continuity of the organizations progress, goals and growth
- ❑ Helps ensure successful transfer of important information
- ❑ Positively impact membership and student participation
- ❑ Helps build upon the achievements of the past
- ❑ Re-enforces positive/productive communication between members/officers
- ❑ Gives the organization a head start in planning for the future and establishing new goals
- ❑ Gives incoming officers a head start in their development
- ❑ Provides proper closure for out-going officers

Ensuring smooth (frustration-free) transition/experience for new officers

How you can help ...

Roles of an Advisor During the Transition Process

- ❖ Assist current officers implement a fair, meaningful selection process
- ❖ Facilitate the meaningful transfer of information between officers
- ❖ Serve as a resource to new officers

Assisting/Advising with a Fair Selection Process

- ❑ Review organization constitution regarding offices, s/election processes
- ❑ Meet with current officers prior to s/election process
 - ❑ What are their plans for transition
 - ❑ What are the needs of the organization
 - ❑ How will the process be communicated to members
 - ❑ Create a s/election timeline
- ❑ Be available to address any issues
- ❑ Follow-up with current officers re: progress and outcomes

Facilitating the Meaningful Transfer of Information

- ❑ Bring out-going & incoming officers together (lunch?)
- ❑ Facilitate discussions about:
 - ❑ Prior year's goals and accomplishments
 - ❑ Organizational status issues
 - ❑ Membership Recruitment & Retention
 - ❑ Finances
 - ❑ Unresolved Issues
 - ❑ Planned/Annual Events
 - ❑ Structural/Organizational Issues
 - ❑ Anticipated Issues in the Next Year
 - ❑ External Relationships (w/others on- off-campus)

Facilitating the Meaningful Transfer of Information (cont)

- Assist with Transfer and Review of Informational/Records
 - Budgets and Financial Records
 - Membership Rosters and Contact Information
 - Constitution
 - Timeline of Organization Activities
 - Key Contacts Information (Advisors, Vendors, Faculty, Staff, Others)
 - Past Meeting Minutes/Agendas

- Development of a 'Permanent Binder' by Current Officers

Facilitating the Meaningful Transfer of Information (cont)

- Meeting with In-Coming Officers
 - Develop goals for coming year
 - Remind Officers of Registration/SOLID Requirements
 - Assist w/ recruitment plans
 - Assist w/ developing a budget
 - Reviewing the organization's constitution
 - Establishing your role with the organization
 - Assist in reviewing timeline of organization activities
 - Encourage the scheduling of regular meetings
 - Familiarize with campus resources
 - SA Business Office (SU 314)
 - Student Union Reservations Office (SU 315)
 - SA Programs Office (SU 203)
 - Involvement Office (SU 302)
- Follow-up

Resources Available to You and Your Student Organization

- Student Activities Home Page (www.studentactivities.uconn.edu)
 - SOARS Site
 - SOLID Website
 - Advisor handbook
 - Link to ACPAC for Student Involvement Advisor Manual
 - Student Organization Support Page

- Student Involvement Office Staff (486-6588)
 - Resources for team building
 - Advice for re-registration process

- Transition workshop for current and incoming officers

For Student Leaders....

NEW SOLID Workshop: Officer Transition

- Who should attend?
 - Student leaders expecting to assume a leadership role next year.
- What
 - Approx. 60 minute workshop addressing student organization transition.
- Where
 - Currently being scheduled - TBA
- When
 - Once per week
 - Starting next week - TBA
- Why
 - Help ensure a smooth and successful transition and a good start in the coming year!