# Incoming Officer’s Transition Worksheet

The new officer can ask the following questions to the outgoing officer to gain a more solid understanding of the position. *Do not forget to take notes on the outgoing officer’s responses!*

1. People (positions) that I should get to know..
2. Services that I need to know about...
3. Things I need to know about working with my advisor…
4. What are some things specific to the position that I should know about (forms, duties, resources, etc.)?
5. What expectations do you have of your fellow officers?
6. What expectations do you believe your members have of you?
7. What problems or areas will require attention within the next year?
8. What are some things that I should do over the summer for my position?
9. What should be done immediately in the fall?
10. Other questions I want answered…