

## **Transition Memo from Departing Staff**

(discussion from “Essential Staff May Soon Retire,” 2016 Equal Justice Conference)

The memo should include:

1. Historical context, i.e. why was something created? What are the bigger picture themes?
2. Advocacy initiatives
3. Administrative minutiae: what’s not documented? How much time is spent on a particular task? What’s involved in board preparation, passwords, etc.?
4. Strategic planning: what did you wish you had accomplished?
5. Calendars and timelines, due dates
6. What surprised you?