

# Transition Meeting Agenda

- Examine/Review - Constitution, Mission Statement, Bylaws, & Policies**
  - Ensure that incoming officer understands each document*
  - Discuss potential areas for change*
  - Develop a plan/timeline to bring forth changes to organization members*
  - Establish changes prior to re-registration*
  - New officer should have a digital copy of all documents to be used during the on-line registration process*
  
- Discuss Organization Finances/Budget**
  - Review current year expenses*
  - Develop a budget for upcoming year*
  - Ensure all outstanding expenses are paid*
  - Change signature cards with bank account [if necessary]*
  
- Review Organization History**
  - Past agendas*
  - Meeting minutes*
  - Status reports for current/on-going projects*
  - Program evaluations*
  - Calendars/Timelines*
  - Job descriptions*
  - Forward all pertinent e-mail correspondence*
  
- Passwords & Login information**
  - RSO Registration*
  - E-mail [if applicable]*
  
- Contact Information**
  - Advisor*
  - Member list*
  - On-Campus contacts [Helmsman, UC scheduling, etc]*
  - Contacts for outside members [businesses, mentors, etc]*
  
- Discuss Transition Questionnaires**
  - Incoming Officer*
  - Outgoing Officer*
  
- On-Going Job Shadowing**
  - Outgoing officers should include incoming officers on RSO operations prior to leaving office*
  
- RSO Workshop**
  - Incoming officers should plan to attend [or send representation from the organization] to the mandatory RSO Workshop at the beginning of the semester to maintain RSO status*