

The background features a light blue and pink gradient. On the right side, there is a large, vibrant green monstera leaf with characteristic holes. In the center-right, a white ceramic bowl is partially visible, containing a light-colored, possibly white, substance. The text is centered on a white rectangular area.

# Officers/Committee Chairmen Transition

## PREPARATION

Outgoing Officer/Committee Chairman: Accountable for effective transitions. They must gather and organize all files and resources that are relevant to the office/committee and pass the on to the incoming officer/chairman.

## Plan To Include

- Previous meeting agendas and minutes; do not delete files
- Previous budgets/financial reports
- Contacts and contracts
- Copies of End-Of-Year reports
- Manuals, keys, etc.

# Consequences of Not Transitioning

The Regional Director has the power to:

- Not allow chapters to submit for awards and/or disqualification
- Limit ability to host Membership Experience (ME)
- Impose withdrawal of privileges or suspension, among other sanctions

## Consequences (cont.)

- Delay of transfer to other chapters if records have not been transitioned (potential break in service)
- Executing late on deliverables, which may put your chapter in jeopardy
- of not being in good standing
- Late transmission of chapter tax and dues may impact sorors' ability to sponsorship or complete legacy application
- Retention of sorors (Sorors don't want to be in a dysfunctional chapter.)

The image shows a cover for a 'Transition Document'. The background is a light, off-white color with a subtle, abstract pattern of overlapping, semi-transparent shapes. On either side of the central white area, there are vertical panels of vibrant green, showing close-up details of plant leaves with prominent veins. The text 'TRANSITION DOCUMENT' is centered in the white area in a bold, black, sans-serif font.

# TRANSITION DOCUMENT

Must be signed by  
the outgoing and  
incoming  
officer/chairman!

# REMINDERS

- Technology can be used to store and transfer documents between outgoing and incoming officers/chairmen include Google Drive and Dropbox; however, ensure capability to use and maintain access
- Transition all files/manuals (except ME manual)
- Outgoing officers should remain available to assist the incoming officer/chairman as needed, throughout the duration of her term
- Enter the transition process with an open heart and sisterly spirit. A smooth transition process minimizes the loss of momentum for the coming year.



If every soror were just like me, what kind of chapter would Theta Rho Omega be?