



ALPHA SIGMA PHI FRATERNITY  
**VP OF COMMUNICATIONS**

OFFICER TRANSITION MEETING

**ALPHA SIG**



# INTRO TO OFFICER TRANSITIONS

## LOGISTICS

Officer Transition Meetings are three-person meetings between the incoming officer, the outgoing officer, and a facilitator. The facilitator may be a Fraternity staff member, Fraternity/Sorority Advisor, Grand Chapter Advisor, or Chapter Council member. Up to 10 meetings will occur—one for each officer in the chapter. Plan for each meeting to last approximately one hour.

## RECOMMENDATIONS

Officer Transition Meetings may be paired with the Chapter Planning Retreat and/or the Calendar Planning Retreat. Curriculum can be found on the Alpha Sigma Phi website under Officer Resources for the President.

## SUPPLIES NEEDED

- Officer Roles and Responsibilities Handouts
- Copy of the Annual Report for Accreditation
- Laptop with Wi-Fi access

## GOALS

- Outgoing officers will share all knowledge and resources with incoming officers that they need to be successful; the facilitator is present to guide the conversation and facilitate the transfer of this knowledge.
- Incoming officers will get answers to any questions they have about their positions.
- At the conclusion of each meeting, incoming officers will have a complete understanding of their role and responsibilities.

## STRUCTURE

- Introductions/Purpose of Meeting
- Officer Roles and Responsibilities
- Annual Report for Accreditation Benchmarks
- Resources
  - From outgoing officer
  - Fraternity website, Youtube videos, and online officer training
- Ask and Share
  - Questions/advice
- Action Items

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## INTRODUCTIONS/PURPOSE OF MEETING

### OFFICER ROLES AND RESPONSIBILITIES

- Briefly review the officer roles and responsibilities.
  - This can be found on the Alpha Sigma Phi website under Resources
- Ask the outgoing officer to explain the more important points in detail.
  - Which responsibilities did you accomplish well? What was the most difficult aspect of your position?
  - What do you wish you knew about your position on the first day you took office?
- Ask the incoming officer which responsibilities he feels most comfortable and uncomfortable about.

### ANNUAL REPORT FOR ACCREDITATION BENCHMARKS

- Discuss Annual Report for Accreditation metrics related to this officer.
- Ask the outgoing officer to provide some context.
  - What has the outgoing officer already accomplished?
  - Determine what is left to do and what can be improved upon.
- Where are our strengths? Where did we fall short? Why? What should the incoming officer focus on if they want to improve on last year's performance?

### RESOURCES

- From outgoing officer:
  - Calendar
  - Meeting minutes
  - Social media account access (Facebook, Twitter, Instagram, YouTube)
  - Chapter communication networks (Facebook group, GroupMe, etc.)
- Review Vault
  - Ensure the incoming officer has the access needed to complete his tasks. Review the following:
    - Reporting graduating seniors
    - Updating the member roster
    - Updating officers
- Any additional resources?
  - Discuss any additional resources that the chapter or the outgoing officer uses outside of the resources provided by Fraternity staff.
- Navigate to the Officer Resources section of the Fraternity's website. Show the incoming officer how to get there and what is in his section.
  - Online resources/videos
  - Online officer training on MyAlphaSig
- Other resources to keep in mind:
  - Communications Advisor
  - Fraternity & Sorority Life office/advisor
  - Staff Coach

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## ASK AND SHARE

- Topics for discussion:
  - Calendar planning/communication
  - Attendance/Point system
  - Posting on social media
- What other questions does the incoming officer have for his predecessor?
  - If you had to start doing your job in full tomorrow, what would you feel most under-prepared for?
- Discuss time-sensitive items
  - What dates have already been set? What dates will we need to set?
- What advice/suggestions does the outgoing officer have for his successor?
  - Outgoing officer may be dismissed at this time.

## ACTION ITEMS

- Share contact information for the Communications Advisor. Instruct the incoming officer to send a message to the advisor prior to the conclusion of your meeting.

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