



OFFICER TRANSITION CHECKLIST



Documents

- Constitution
- Bylaws
- Mission Statement
- Previous Goals
- Previous Budget
- Budget Proposal for Next Year
- Meeting Agendas
- Membership Roster
- Email List
- Club Inventory

Online Logins

- Social Media (Facebook, Instagram, Twitter, etc.)
- Canva
- Dickinson Email Account
- Non-Dickinson Email Account (if applicable)

Helpful Resources

- Campus Contact List
- Events List and Data
- Previous Graphic Designs
- Timeline
- Advisor Information

Action Items

- Advisor Transition
- Treasurer Transition
- SWOT Analysis
- Update EngageD Officer
- Share Student Group Manual
- Share SLCE Contact Info
- Share Senate Contact Info
- Review/Submit Space Reservations
- Self-Reflection

Dickinson 

STUDENT LEADERSHIP AND
CAMPUS ENGAGEMENT

To view the full Officer Transition Guide,
visit: <https://bit.ly/2xpTKw0>