

STUDENT ORGANIZATIONS TRANSITION MANUAL



**Leadership and
Service Center**

University of South Carolina

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A thorough and intentional leadership transition plan will provide an organization with continuity so that next year's officers can build on the knowledge gained rather than starting from scratch. Below are only suggestions, take pieces that work for your organization.

Tips for a Successful Transition

- Officer terms should provide at least one month of overlap so that new officers can shadow and learn from the outgoing officers.
- When new officers have been elected, orient them together as a group with all the outgoing officers. If your organization has an advisor, include them in this process as well.
- Try going on a retreat together. A retreat provides the new leaders with an opportunity to understand one another's roles and to start building their leadership team. Outgoing officers should openly share what they believe went well and what they would change if they had to do it over again.
- Make introductions to resources. Schedule time to walk around campus with the new officers and introduce them to important people who can serve as key resources.
- Recognize your outgoing officers. Show your group that leaders are valued and an important part of your organization.

The Basics

- Introduce new officers to everyone in the organization.
- Share contact information for organization.
- Know when your organization needs to renew with the Leadership and Service Center.
 - This is done annually, either in the fall (most RSOs and ASOs) and spring (most FSL and Sport's Clubs).
- Give access and instructions on any online platforms, such as:
 - Garnet Gate
 - Organization email and password
 - Log-In information for 25Live
 - Current and updated member list
 - Current and updated constitution
 - Social media accounts
 - Websites/Blogs
 - Online document storage (Dropbox or Google Drive)
 - National affiliation website login information / passwords
 - Any other communication tool your organization may utilize
- Share the LSC Student Organization Handbook with new officers.
- If you are affiliated with a national organization, explain this relationship and any important information associated.
- Finish all correspondence that you can and pass on any unfinished items to new officers.

Share all Documents

Sharing documents electronically allows new officers to easily update/change any information. Hard copy binders are an option as well, but harder to pass along to future leaders to edit. Google Drive and/or Dropbox are two popular online tools to help store documents online easily. The University of South Carolina provides you with your own Garnet Gate page. Important documents that members have access to can be stored on this site.

Below are some ideas of what to include:

- Documents:
 - Mission, philosophy, goals and/or purpose of the organization
 - Organization history
 - Constitution / By-Laws
 - Budgets / Financial Reports
 - Meeting minutes
 - Agendas
 - Event/Program Evaluations
 - Calendar of events / Deadlines
 - Officer position descriptions
 - Committee position descriptions
 - Organizational chart
 - Election process and timeline
- Member Information:
 - Membership recruitment information and timeline
 - List of members and contact information
 - List of students expressing interest but not have not joined
 - Membership Application, if applicable
 - If your organization has dues, include list of who has/has not paid
- Correspondence
 - Emails to/from the organization
 - Emails to/from the Advisor with important information
- Programs and Events:
 - Event planning guide/checklist for any past events or programs
 - Sample posters/flyers from past programs
- Contacts:
 - Leadership and Service Center
 - Russell House, 2nd floor across from Einstein's
 - lsc@sc.edu
 - Organization specific contacts
- Marketing:
 - Logos
 - Photos
 - Marketing/Branding policy set by your organization (local, regional, national policies if necessary)



- Finances:
 - Discuss the financial status of the organization
 - Share how your organization receives money (Student Government, dues, fundraising, etc.)
 - If you do receive funds from Student Government, explain how to make that request and who to contact with questions
 - Discuss any fundraising plans or goals
 - Share any important dates for upcoming conferences or tournaments

Leadership and Service Center

The Leadership and Service Center provides support, programs, coaching, events, and resources to all Associated Student Organizations (ASOs) and Registered Student Organization (RSOs). Feel free to stop by our offices in the Russell House, right across from Einstein's to introduce your new officers!

Keep Your Organization up to Date:

- All organizations must renew annually to remain recognized as a student organization.
 - Sport Clubs and FSL organizations renew at the beginning of the spring semester.
 - All other organizations renew at the beginning of the fall semester.

Funding:

- If your organization has a banking account, make sure to share that information with new officers.
- If your organization would like to request funding, complete the Student Government Budget Request form in Garnet Gate.

Club & Orgs Trainings:

- We offer training at the beginning of every semester and on a need basis.
- Training dates, times, and locations will be posted on Garnet Gate and through our monthly SPURS UPdates newsletter.

Leadership and Service Center Student Org Toolbox:

- We have a variety of resources and guides on our [student organization toolbox website](#) for you to utilize.
- Please utilize these resources and show your new officers what documents may be found online.

Fall and Spring Student Organization Fair:

- One of our largest events of the semester is the Student Org Fair! This is held at the beginning of each fall and spring semester for student organizations to market themselves and recruit members!

Garnet Gate:

- Garnet Gate is the one-stop-shop for all your organization's needs!
- You can store documents, keep rosters up to date, email members, post events and photos, request funding, hold elections, log service hours, utilize forms, and connect with other organizations.

Pass Along Your Wisdom

You may not see it as wisdom, but being in a leadership position for a year (or whatever amount of time) is invaluable! You have learned important things along the way that can help future leaders in their process. Mistakes, tips, tricks, ideas, and successes are all important things to share. Think: What would you have wanted to know when you took office?

- Using the hindsight that you have now, identify areas of responsibility, people, details, phone numbers, etc. that you wish someone had told you when you took office.
- Review your organization's constitution, by-laws, and goals and outline any areas needing attention or revision.
- Culture of the group.
- Tips for running an effective meeting.
- Ideas for improvement.
- Prepare an end-of-the-year report incorporating the organizations goals, activities, and accomplishments.
- Recruitment ideas.
- Fundraising ideas/projects.
- Philanthropy or community service contacts.
- Do not "drop off the face of the earth" – be available for consultation or questions.

Reflection

Another way to pass along wisdom and give outgoing leaders a chance to reflect is to ask these questions:

1. What was the best experience in this position?
2. What was the most difficult?
3. What tips could you give to make things smoother?
4. Name any staff you found helpful.
5. What collaborations were successful?
6. List any projects or ideas you were developing that you would like to see continue.
7. If you could do it all over again, what would you change?
8. Name two things you wish you would've known when you started.

You could also participate in a shared reflection time with the outgoing and incoming officers to set goals for the upcoming year, while reviewing the success of previous set goals. This allows new leadership to take ownership over the organization and sets them on a track that is realistic as well as relevant to the organization.