

Officer Transitions.

Officer training and transition is one of the most important responsibilities outgoing officers have to their successors and to the organization. A successful transition provides a strong platform for the continuation of all the activities and plans initiated by the outgoing officer term.

A few questions as an Outgoing Officer to begin:

- Did you use a council email address? Did you share the login info with the incoming officer?
- Does the incoming officer have access to a shared drive i.e. OneDrive, Google Drive etc.? Are all documents uploaded?
- During your transition period, did you introduce the incoming officer to individuals who were important resources?

If you answered “yes” to all of these – congrats – you are off on the right foot! If you answered “no” to any of these – quickly find your predecessor or Fraternity/Sorority Advisor to fill in the gaps!

This guide will provide an outline, resources, and activities to help outgoing officers plan and implement a strong officer training and transition program.

8 THINGS TO DO BEFORE LEAVING OFFICE

<h1>1.</h1>	<p>Recruit officers: Never forget that the best organizational leaders are constantly planting seeds in potential officers’ heads to run for elections. Recruiting great officers is the key to success for any organization. See and find individuals who are willing to contribute even more than the existing officers. Most leaders got involved because someone took the time to tell them so!</p>
<h1>2.</h1>	<p>Interview Potential Officers: Vital information can be lost during the transition period. To ensure smooth and appropriate transitions, officer interviews are recommended as best practice. Interviews allow the opportunity to gain an understanding of the capabilities of a potential leader. ANYONE can give a good five-minute speech. What those leaders will accomplish over the course of their term could be an entirely different story.</p> <p>Leadership characteristics that will make the candidate stand out above the rest:</p> <ul style="list-style-type: none"> • Humble • Honest • Visionary • Interfraternal

	<ul style="list-style-type: none"> • Open minded • Sound judgment • Knowledgeable • Enthusiastic
<p>3.</p>	<p>Once elected, sign up the newly elected IFC President for PRIME – The Summit of IFC Presidents. Join hundreds of IFC presidents in learning how to lead their council effectively, establish relationships across campus, create a shared vision and guide their community toward positive change.</p>
<p>4.</p>	<p>Gather Officer Documents/Log-in Details Have them ready to share once the new officers are elected. What other resources like this do the new officers need? Is there a binder?</p>
<p>5.</p>	<p>Meet with New Officers One-on-One</p> <ul style="list-style-type: none"> • A shadowing or mentoring period between the time new officers are elected and when they are sworn into office is vital. People learn from others’ behavior. • The outgoing officers may take certain leadership habits and tasks for granted while the incoming officers may not have their complete knowledge base. • Observing the outgoing officers and receiving ongoing instruction and advice through this shadowing period will provide the incoming officers good exposure to a typical day in the life of an officer. • Some issues to discuss and consider: <ul style="list-style-type: none"> ○ Can any member of the group confront each other on their responsibilities as a group member? ○ If a leader is having difficulty following through, how can the leadership agreement be a tool for conversation? ○ What are things you wish you would have known?
<p>6.</p>	<p>Key NIC Items for your IFC</p> <ul style="list-style-type: none"> • IFC SOP • NIC Standards and Position Statements • VP for Campus Operations Contact Information <ul style="list-style-type: none"> ○ Don’t know who to ask? You can always email: campus@nicfraternity.org and the correct person will get in connect with you. • Campus Support Packages • Responsibilities & Rights • Self-Governance

7.	Develop an Outgoing/Incoming Officer retreat and an Officer-Elect Retreat <ul style="list-style-type: none">• The NIC has programs available to the IFC and the entire fraternity/sorority community:<ul style="list-style-type: none">○ LAUNCH○ IFC Academy○ IMPACT
8.	Meet with Campus Administrations and Community Leaders <ul style="list-style-type: none">• Vice President for Student Affairs• Dean of Students• Fraternity/Sorority Staff• Student Health and Wellness• Student Conduct Director• City and Campus Police• City Council Board• Neighborhood Association – if fraternity/sorority facilities overlap with community members homes• Alumni IFC Executive Board

Advancing fraternity.

The mission of an Interfraternity Council (IFC) is to foster a healthy and vibrant fraternity community on campus and provide interfraternal leadership and positive change. nicfraternity.org/ifcsop

