

# *CHAPTER OFFICER TRANSITION*

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**We usually reach the heights we  
do because of those who have  
gone before us!**



# *WHAT IS A TRANSITION?*

## ❖ Definition:

- ~The act of passing from one state or place to the next.
- ~Passing responsibility of leadership from one team to the next.
- ~The process of acclimating new officers to what's going on.



# *TALK ABOUT IT*

- ❖ Start discussing new elections early
- ❖ Talk with upcoming or prospective chapter leaders
- ❖ Create a desire for leadership for new members
- ❖ Discuss the fun aspect of leadership



# *RECORDS*

- ❖ Create a central resource “manual” with sample forms, minutes, and all chapter records to be handed off to the next team
- ❖ Prepare updated financial record book
- ❖ Prepare updated induction task sheet and report on each individual ceremony



# *OFFICER RESOURCE MANUAL*

- ❖ Create a “How To” resource manual for incoming officers which includes instructions such as:
  - ~ Deadlines for event paperwork, samples of the completed forms
  - ~ Contact information for reaching Local, Regional & International offices



# *MEETINGS BETWEEN NEW AND OUTGOING TEAM*

- ❖ Elect your new officer team early enough to allow time for multiple meetings between both groups.
- ❖ Schedule a group meeting with the college advisors and President
- ❖ Build team spirit by using the following tips:
  - ~ Socialize
  - ~ Establish easy means of communication
  - ~ Develop roles and responsibilities



# *NEED HELP?*

- ❖ Chapter Relations Personnel assistance through International Headquarters
- ❖ Chapter Resource Manual available online at <http://www.ptk.org/chapters/resources/>
- ❖ Regional Officers - New England Region
- ❖ Chapter Advisor - Local



# *WORKSHOP WRAP UP*

- ❖ Transitions are tough for everyone and *there is no one right answer*

