THE DEPARTMENT OF STUDENT ENGAGEMENT & ACTIVITIES PRESENTS...

E-BOARD TRANSITION 101

WHY IS IT IMPORTANT TO CREATE AN E-BOARD TRANSITION STRATEGY ?

A clear and concise e-board transition strategy ensures that incoming e-board members are provided with both the knowledge and information needed to continue the mission and efforts of their organization

WHAT CHARACTERIZES A SUCCESSFUL E-BOARD TRANSITION?

Open communication

Clear guidelines

Collaboration

Organization

SMART goals

Overall, successful e-board transitions allow for continuity within the organization, by building upon past experiences, mistakes, and success!

HOW CAN MY ORGANIZATION EXECUTE A SUCCESSFUL E-BOARD TRANSITION?

The following are suggestions and tools to consider in order to have a successful transition strategy from one executive board to the next

SEA'S 10 SUGGESTIONS TO ENSURE TRANSITION SUCCESS

1.

Be sure to communicate a detailed account of the job responsibilities/ time commitments required of open e-board positions at the **BEGINNING** of the semester

In doing so, potential candidates are able to assess interest in the role early on to determine whether they want to run for a position

2.

Hold elections early in order to allow for <u>AT LEAST</u> one month of overlap between incoming and outgoing officers

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In doing so, incoming e-board members are able to work together with outgoing e-board members to gain experience

3.

Create a timeline with general dates/lead times for the general e-board and each position being filled

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In doing so, incoming e-board members will have a better concept of what/when/how things are done within the organization and the timeframe they must be completed in

4.

Create a summer 'To Do' List for incoming e-board members. Provide information regarding involvement fair and club re-registration

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This will serve as a foundation for what must be accomplished in order for incoming members to get a 'head start' for the upcoming year

5.

Provide incoming e-board access to the your organization's email and social media credentials

Incoming e-board members will be able to effectively 'take over' all forms of club communication once the semester has ended

6.

Share electronic copies of constitution/bylaws, meeting minutes, agendas, list of members, logos, contact information, e-board position descriptions and important past correspondences via sb engaged 'document' section, Google Drive, or any other document sharing platform

In doing so, incoming e-board members will be able to refer to these documents in one easily accessible area

7.

Share information regarding past/traditional events, planning strategies, program evaluations, event posters, etc. via sb engaged "Document' section", google drive, or any other document sharing platform

In doing so, incoming e-board members will have clear guidelines/information needed in order to carry on the efforts of the organization

8.

Discuss the financial status of your organization with incoming e-board members

Provide incoming e-board members your organization's usg funding status, usg line/ pbc budget, past approved budgets, and information on how to secure funding. GSO organizations can refer to the GSO website for information on how to request event funding. In addition, all undergraduate funded organizations should refer to usg's 'Transition document' for additional guidelines.

9.

Have outgoing and incoming e-board members work together to create a list of S.M.A.R.T. goals for the upcoming year.

S.M.A.R.T GOALS OVERVIEW

S- SPECIFIC

Make sure your organization's goals are clear and specific.

M-MEASURABLE

Make sure that your goal is measurable so you can track your own progress, meet deadlines, and stay motivated.

A-ACHIEVABLE

Make sure your goal is realistic and feasible within your organization. In other words, your goal should promote both challenge and growth but still remain possible.

R- RELEVANT

Make sure that your goal is relevant to the mission of your organization.

T- TIME BOUND

Make sure you have a set timeline of when you want your goal to be accomplished. This way everyday life will not get in the way of you achieving your goals.

10.

Introduce the incoming e-board to the Department of Student Engagement and Activities, their sea program advisor and their faculty/staff advisor!

In doing so, discuss the resources/ support offered by the office and be sure to connect your incoming e-board members with their assigned sea program advisor and faculty/staff advisor

Key sea resources

Sea website: https://www.stonybrook.edu/commcms/studentaffairs/sac/

Sb engaged:

https://stonybrook.campuslabs.com/engage/

25 Live:

https://it.stonybrook.edu/services/25live

E-Board Transition Booklet

KEEPING THESE SUGGESTIONS IN MIND, HOW CAN YOU PASS ALONG THIS WISDOM?

Have each incoming e-board member meet 1:1 with the outgoing member they are to replace.

In this meeting the incoming and outgoing officers can go over the 'Incoming Officer Questionnaire' and 'Outgoing Officer Questionnaire' together and specific duties to be transferred over. This will give incoming e-boards members the opportunity to discuss any questions or concerns they have regarding the positions they are to take over or their commitments/responsibilities

KEEPING THESE SUGGESTIONS IN MIND, HOW CAN YOU PASS ALONG THIS WISDOM?

Schedule a meeting with all outgoing and incoming e-board members in order to discuss sea's suggestions and to create S.M.A.R.T goals (with advisor present if possible)!

KEEPING THESE SUGGESTIONS IN MIND, HOW CAN YOU PASS ALONG THIS WISDOM?

Utilize sea's 'e-board transition booklet' for all the tools needed to ensure a successful transition strategy!

Eboard Transition Booklet

INFORMATION ADAPTED FROM

https://www.stonybrook.edu/commcms/studentaffairs/sac/_docs/_leadership/Tips%20for%20a%20Succesful%20Transition.pdf

https://ithaca.campuslabs.com/engage/organization/club-hub-the-student-organization-portal/documents/view/1101820.

https://www.mindtools.com/pages/article/smart-goals.htm

https://www.eastfalls.jefferson.edu/studentengagement/inc/documents/ClubsOrgsForms/OSE-Leader-Transition-Checklist.pdf

https://www.smartsheet.com/sites/default/files/IC-SMART-Goals-Worksheet-9237-PDF.pdf