

# Sigma Chi Officer Transition Program

## Objectives:

- 1) Provide structure and continuity to operational transition
- 2) Inform and educate incoming officers
- 3) Develop goals and expectations of new officer term
  - a. Build upon office foundation created by out-going officer and improve office each term
  - b. Write it down, hold officers accountable

## Keys to Successful Officer Transition:

- 1) Maintain and update officer binder continuously throughout the term
- 2) The program logistics must be developed by out-going Pro Consul prior to upcoming election
- 3) Attendance of all new officers at every meeting is crucial and mandatory, this commitment must be made during the election of the office
- 4) Full participation of out-going officer and final responsibility of his term of office
- 5) Transition Schedule should be set of the following dates: Meeting #1 Wed. after election, Meeting #2 – Officer Retreat Saturday &/or Sunday of the next weekend, Meeting #3 Wed. after Officer Retreat

## Meeting #1 – Wednesday: 45 min. (Individual Outgoing and Incoming Officers)

- Meeting conducted by outgoing officer
  - 1) Provide overview of officer binder and review contents with incoming officer
  - 2) Discuss current issues, programs, and challenges of the office
  - 3) Complete Meeting #1 Worksheet as a team

## Meeting #2 – Officer Transition Retreat

- Retreat created and facilitated by outgoing Pro Consul
  - Must be scheduled at least one month prior to new elections at an off-site location
  - Needs to be scheduled the weekend following officer elections
  - May be used as a weekend retreat along with team-building events
  - This retreat must be a prerequisite for election to any office. New officer attendance is mandatory.
  - Any other interested parties are welcome and encouraged to attend
  - New officers are required to bring all pertinent office resources such as:
    - Office Binder
    - Schedules
    - By-Laws
    - S.O.P.
    - Preparation for Brotherhood Series
    - etc.
- 1) Officer Expectation and Role
    - Each officer must provide an overview of his office to group. He must also review the responsibilities, as stated in officer binder, with the group.
  - 2) Chapter Grading Exercise – included in Officer Binder pg. ?????
    - a. Complete worksheet individually
    - b. Review scores and reasoning with the group
    - c. Develop a group consensus of the scores
    - d. Review scores and identify areas for development
  - 3) Strategic Planning Session

- a. Review strategic plans discussed at Balfour LTW
- 4) Review content of Officer Retreat, discuss strategies, wrap-up meeting

Meeting #3 – Following Wednesday: 45 min. (Individual Outgoing and Incoming Officers)

- Meeting conducted by Incoming officer
  - 4) Discuss results of Officer Retreat and review VisionQuest and Chapter Assessment
  - 5) Identify officer duties and responsibilities in regard to areas of development
  - 6) Complete Meeting #3 Worksheet as a team
  - 7) Provide a photocopy of original worksheet to the incoming Pro Consul