



Module 5: Preparing Your Club/ Organization for Transition

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Raising Up New Leaders

1. Look for _____ you think have leadership potential
2. Give them a _____ and encouragement
3. Suggest they _____ and interact with the current officer
4. Let them know it is OK to make _____ – on the job learning is expected

Effective Officer Transitions

1. Writing effective _____ is of value to every organization. [Minutes Template available at <https://bit.ly/2XQZo68>]
They should include:
 - a. Time the meeting began and ended.
 - b. Summary of events during the meeting.
 - c. Exact detail of actions taken, including motions.
 - d. Who was in attendance at the meeting
 - e. Future plans, programs, and activities.
2. Create a _____, using tabbed dividers.
 - a. _____.
 - b. Sample _____.
 - c. Sample _____.
 - d. _____ of the year's activities.
 - e. Who to _____.
3. Have outgoing officers meet with their _____. They should give them the ins and outs, the good and the bad, goals accomplished and what is still left to do. And share their _____ info! [Email, phone, social media, etc.]

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4. Give a copy of all materials to the _____. When I was Circle K District Administrator, we found that 20-25% of the new officers elected in the spring either didn't _____ in the fall or just fell of the _____. Those resources and materials may be lost in those cases.
 5. Be focused and _____ with your transition and you will ensure the continued _____ of your club or organization. ***This is your legacy!***

Planning Your Own Leadership Retreat

- A. Determine if you are going to do it _____ or _____.
If in-person, where are you going to hold it?
- B. Review the roles and responsibilities of each _____.
- C. Do a _____ session for the organization, the executive board, and each position.
- D. Have _____ to allow people to interact and get to know each other. Gently nudge them from their comfort zone.
- E. Pass on _____, _____, _____, _____, etc.
- F. Have strong _____ but make the learning _____!