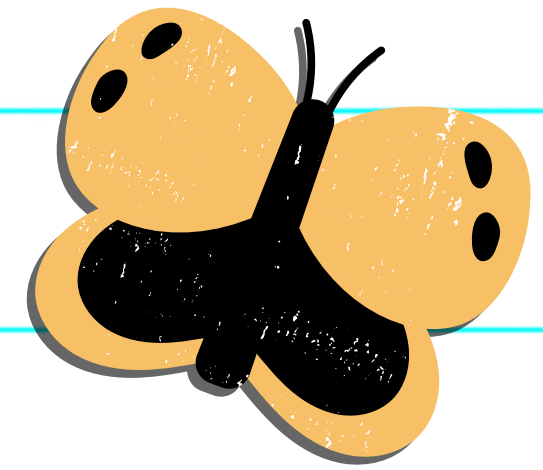


# Hello and Welcome



Dream

A promotional poster for a leadership workshop. The top left features the Southern Miss logo and the text 'SOUTHERN MISS LEADERSHIP AND STUDENT INVOLVEMENT'. The main title is 'OFFICER TRANSITIONS' in large white and yellow letters, with 'Leadership Workshop' below it. A yellow button says 'Register Now'. The date is 'Tuesday, April 18th' and the location is 'TCC 216 1:00 PM'. A URL is provided at the bottom: 'https://tinyurl.com/mb9yxh3v'. The background shows two young women in black polo shirts and a group of six young women in similar shirts, with a white brushstroke graphic around the group photo.

**SOUTHERN MISS**  
LEADERSHIP AND  
STUDENT INVOLVEMENT

# OFFICER TRANSITIONS

Leadership Workshop

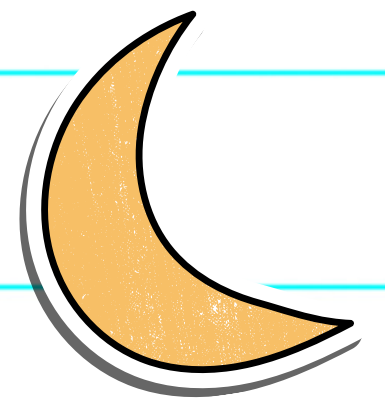
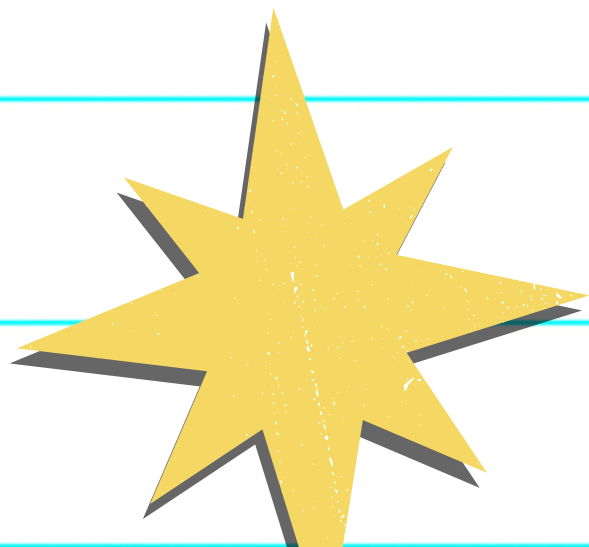
**Register  
Now**

Tuesday,  
April 18th

TCC 216  
1:00 PM

<https://tinyurl.com/mb9yxh3v>

**Please Enjoy  
Snacks &  
Refreshment**





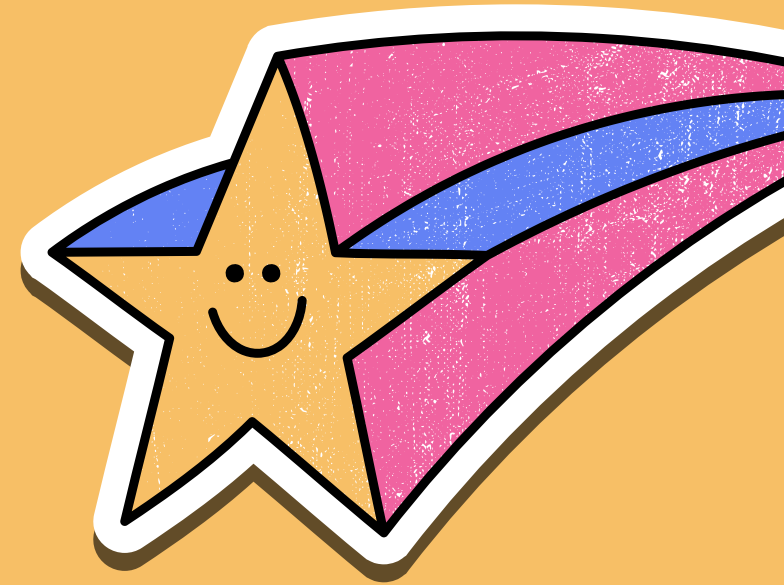
**OFFICER  
TRANSITION  
WORKSHOP**

**Tuesday, April 18th**

Office of Leadership & Student Involvement



# TODAY'S AGENDA



Notifying Advisors



Outgoing/Incoming  
Checklist

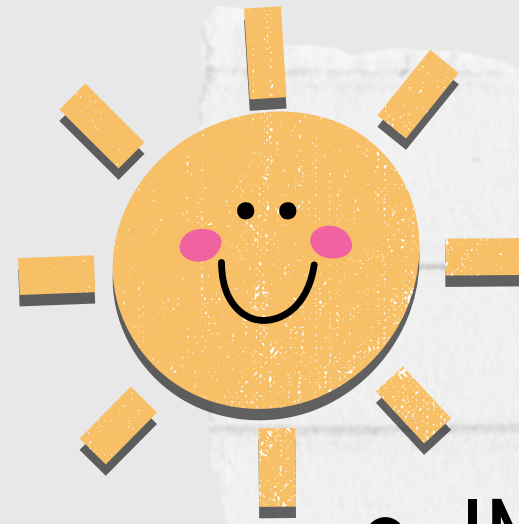


Updating LSI Office  
Helpful Resources



Campus Groups  
Walkthrough

# NOTIFYING ORGANIZATION ADVISORS

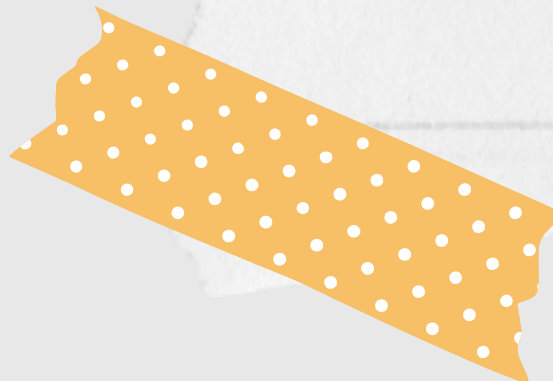


Time

- IMMEDIATELY following officer selections

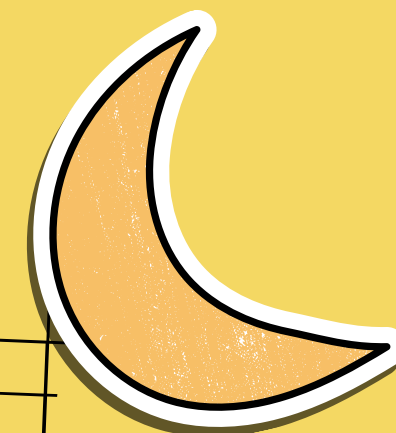
Why?

Advisors are the connecting link between student orgs and many situations that require them to be in the know



**S** **U** **P** **E** **R**

# SETTING UP OFFICER TRANSITION MEETING



- Schedule one-on-one Meeting with incoming officer in your specific position

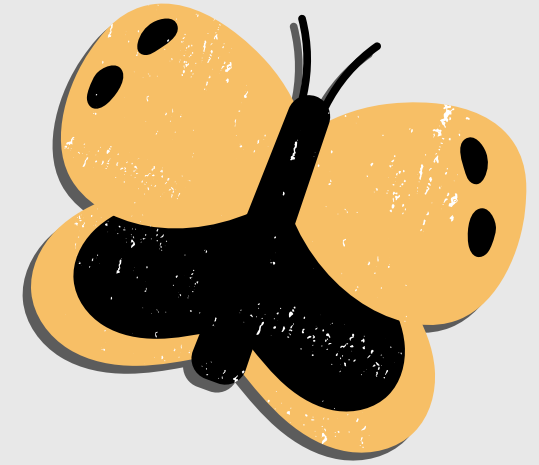
## **AND/OR**

- Plan for a officer retreat with incoming and outgoing exec boards
- Introduce officer to key contact people, especially your group's advisor(s)

- Prepare ahead of time and bring all needed documents and information to pass over
- Help them plan their first courses of action over their first few months
- Officer job descriptions and written expectations for each new officer regarding their role and responsibilities



# OUTGOING Officers Checklist



## LESSON 1

Make sure to send your advisor the list of new officers.

Make sure space is reserved for all annual events, and get a copy of these reservations

Organize all notebooks and files.



## LESSON 2

Finish all necessary correspondence (letters, e-mail, phone calls).

Allow incoming officers to shadow outgoing officers if time permits.

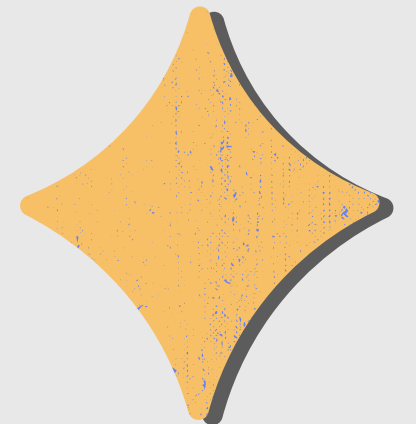
Make sure to tell the new President that they need to re-register the student organization for the upcoming academic year.



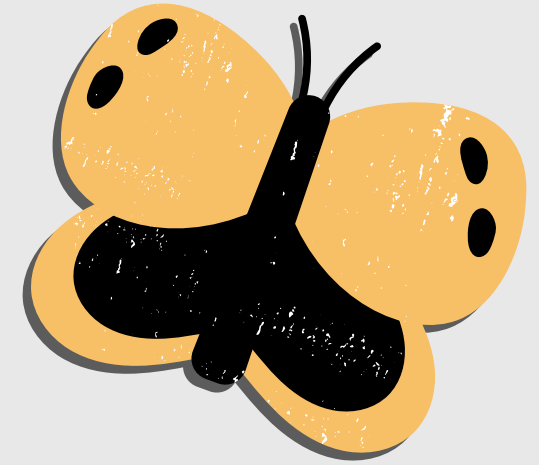
## OFFICER HANDBOOK

Preparing Binders/Files/Notebooks

To properly transition, outgoing officers should keep the following documents throughout the year and organize them in a binder to hand off to the new officer.



# INCOMING Officers Checklist



## LESSON 1

Understand present and future programs

Develop a master calendar with meetings, programs, and events

Establish meeting agendas, meeting times, and locations



## LESSON 2

Establish new goals and prioritize

Try to arrange for new officers to keep in contact over the summer break

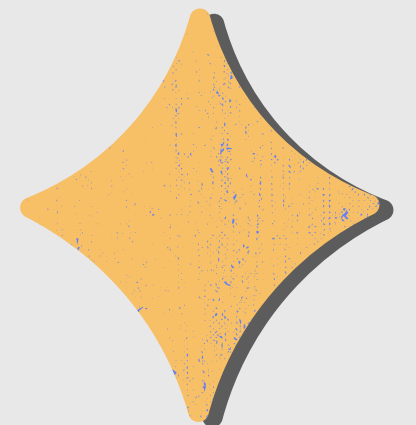
Utilize your advisor and Office of Leadership and Student Involvement resources



## LESSON 3

Consider making fall leadership training mandatory for new leaders and officers-go together as a board

Check email often over summer for important dates, deadlines, and correspondence from your advisor



# Updating The Office of Leadership & Student Involvement (LSI)



CHANGES AND  
UPDATES FORM



ORGANIZATION  
INFORMATION FORM



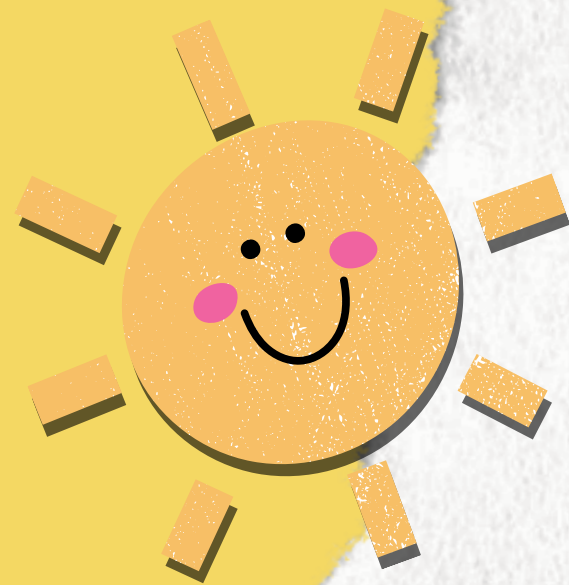
CAMPUS GROUPS





# Campus Groups Walkthrough

## Helpful Hints



THE UNIVERSITY OF SOUTHERN MISSIS...

Home Page  
Feeds  
People

MY ACTIVITY

- My Groups
- My Events
- My Meetings
- My Involvement
- My Surveys/Forms
- My Workflows 17
- More

Hi, Halle!  
See what's happening in [United States](#) (View & Edit Profile)

Welcome to USM CampusGroups

**We are glad you are here!**  
This will be the homepage of where you can find all of the registered student organizations on campus.

If you have questions, our office will be happy to assist. Please email us at [lsi@usm.edu](mailto:lsi@usm.edu) or visit our website at [www.usm.edu/lsi](http://www.usm.edu/lsi).

USM LSI Instagram  
LSI Twitter

Office of Leadership and Student Involvement

# Resources



All listed resources can be found on the LSI website

<b>Large Event Request Form</b>	<b>Student Organization Policies</b>
<b>Hub Headlines</b>	<b>Event Planning Guide</b>
<b>Student Organization Funding</b>	<b>Diveristy and Inclusion Resources</b>

# Resources for Transitions

Officer transition is a BIG DEAL.

Make sure you are prepared by  
utilizing these resources.



SCAN



# Office of Leadership and Student Involvement

[About](#)

[Forms & Policies](#)

[Leadership Opportunities](#)

[Resources](#)

[Student Involvement](#)

[SMAC Programming Board](#)

[Student Government  
Association](#)

[Support LSI](#)

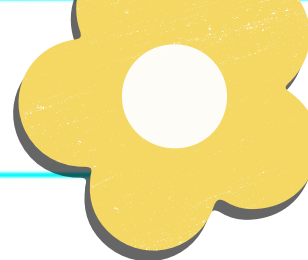
[USM Home](#) / [Office of Leadership and Student Involvement](#) / [Officer Transition](#)

## Officer Transition



Officer transition is a **BIG DEAL**. Make sure you are prepared by utilizing these resources.

- [Officer Transition Manual](#)
- [Leadership Transition Checklist](#)
- [Leadership Resource Library](#)



# UPCOMING DATES



April 21st -  
Rosters



Sept. 1st -  
Campus Groups  
Re-Registration



Sept. 13th -  
Fall Involvement Fair

Save  
THE  
Date

Giveaway  
time!

Officer transitions are Important!

For your time today we want to

award ONE lucky winner.



**SOUTHERN MISS.**  
LEADERSHIP AND  
STUDENT INVOLVEMENT

# Thank you!

Do you have any questions  
for me before we go?

**TAKE SURVEY**

