

TO BE COMPLETED BY OUTGOING OFFICER

Please think through and respond to the following questions regarding your responsibilities. This information will be helpful for your successor.

1. What I liked most about my position...
2. What I liked least about my position...
3. The most difficult decision I made was...
4. What I could have done to make the experience better...
5. Obstacles to performing my position responsibilities effectively were...
6. Things that helped me better handle the position were...
7. Things I wish I'd known before I took office were...
8. What do you perceive to be the organization's objectives or goals (short-term and long-term)?
9. What do you wish you had done, but did not?
10. What did you try that did not work? Why did it not work?
11. What problems or areas will require attention within the next year?
12. Who was the most helpful in getting things done? (Who were good resources for you?)
13. What should be done immediately next semester?

TO BE COMPLETED BY INCOMING OFFICER

Please think through and respond to the following questions. This information will be helpful as you begin planning for the next year.

1. What position-specific things do I want to know about (i.e. forms, reports, timelines, duties, etc.)?
2. Things I should do in the next month...
3. People I should get to know...
4. Resources and services I need to know about...
5. Things I need to know about working with my Faculty/Staff Advisor? On-campus departments? Affiliate Organizations? Alumni?
6. Other questions I want answered...

TO BE DISCUSSED DURING ADVISOR ONE-ON-ONE

This information will be helpful as you begin to build a working relationship and plan for the next year.

1. What do you perceive to be the organization's objectives or goals (short-term and long-term)?
2. What do you consider to be the greatest responsibilities of your office?
3. What are your expectations of yourself in this position?
4. What expectations do you have for me as your advisor?
5. What expectations do you have for the rest of the officers?
6. What expectations do you believe others have of you?
7. What problems or areas will require your greatest attention this year?
8. Where can I be of the most assistance to you in your new role?

CALENDAR PLANNING

Have to:

- Requirements from the university
- Requirements from national/local affiliate groups or departments
- Anything linked directly to the core purpose of the organization

Should do:

- Activities the group participates in annually
- Events and activities the organization values and provides benefit
(survey your organization each semester about what they enjoyed most)
- Anything that will better equip members to be well rounded students and get the most out of their student experience

Want to:

- Activities that are beyond the scope of the organization's core purpose, but provide an avenue for members to enjoy each other's company
- Events and Activities that support Texas Tech University or other student organizations