

“ All good men and women must take responsibility to **CREATE LEGACIES** that will take THE NEXT GENERATION to a **LEVEL** we could only imagine.”

- Jim Rohn



*How can we make the future leaders just as successful, if not more?*

Plan for Elected Officers to attend the **Grassroots Leadership Conference!**  
Stay focused on visions and goals, never problems  
Engage legacies, past-presidents, and advisors as mentors

## Ensuring a smooth transition from one year to the next is one of the best ways to ensure a successful school year.

This guideline is a resource that chapters can refer to for best-practices. The following are a few key points that your chapter can use to promote a healthy and successful transition.

- 01 **transition guidelines**  
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### shadow the board

Once the new BOD has been elected, include them in BOD meetings to be familiarized with operations.

Introduce new board members to important connections, ie. faculty, administration, professionals, sponsors, etc.

### 1-on-1 meetings

Individual meetings with respective roles on the board should occur regularly throughout.

## Extend Role overlaps

## elections Task Timeline

- 06 1-on-1 Meetings between present + future BOD members weekly, bi-weekly, monthly
- 07 Test Run Event with New + Old Leaders last 2 events of semester

### board-elect tasks / committees

The present board will delegate tasks to the board-elect, in which they learn the responsibilities and ownership as a leader, while advising if needed.

## strategic planning Session / Retreat

### day 1

- Each position will be discussed among the previous + new position holder
- 1-on-1 Meetings occur
- Team Building Activity

### day 2

- Discuss successes + failures from the old board members on events + initiatives
- Explain typical operating procedures
- Draft upcoming year calendar / Plan when to repeat successful events

**What is your vision for your term?**

**What is your big blue sky goal this term?**

**How can you improve?**

The board retreat will allow for the old board to pass on their wisdom of experience to the new board while also giving them all the training necessary to fulfill their positions.

02

Keep a physical and digital folder of everything over the course of the whole year.

## archiving Procedure

Document, Document, DOCUMENT!

- ▣ [2016-2017]
  - ▣ [events]
    - ▣ 01. President
    - ▣ 02. Vice President
    - ▣ 03. Secretary
    - ▣ 04. Treasurer
    - ▣ 05. Director of Marketir
    - ▣ 06. Director of Fundrais
    - ▣ 07. Studio Culture Chai
    - ▣ 08. FBD Director
  - ▣ [officers]
  - ▣ [templates]
- ▣ [2016-2017]
  - ▣ [events]
    - ▣ FORUM 2016 Boston
    - ▣ Back-to-School Bash
    - ▣ Beaux Arts Ball
    - ▣ Dinner with an Architect
    - ▣ Elections
    - ▣ Firm Crawls
    - ▣ General Meetings
    - ▣ Membership Month
    - ▣ Napkin Sketch Auction
    - ▣ Portfolio Reviews
    - ▣ Quad Conference Travel
    - ▣ Student Design Showcase
  - ▣ [officers]
  - ▣ [templates]
- ▣ [2016-2017]
  - ▣ [events]
  - ▣ [officers]
  - ▣ [templates]
    - ▣ Sponsorship Letters
    - ▣ Event/Conference Reports

## physical

- Updated Chapter Bylaws
- Officer Binders stating structure, roles & responsibilities
- Any other standing paperwork

## digital

- Living archive of Board Resources, Events, Templates, Contacts, Minutes/Agendas, Membership Numbers, Receipts, Forms, Graphics & Marketing Material, etc.
- Organize by BOD member and/or subject matter (examples below)