

Clubs Transition Document (sample)



Club Name: _____

Position: _____

Summary of the Position

In one paragraph, summarize the role:

Highlights of the Role:

List three highlights of your experience in this position:

eg. accomplishment, event, interaction

1)

2)

3)

Project/Event Management

Provide details and step-by-step guide for major project / key event

(Expanded timeline for projects / events listed in Section 4)

Project / Event Name:

Main Steps taken to Complete Project:

People Who Assisted this Project (see also Section 2):

Challenges / Strategies / Achievements:

Financial aspects of this project such as total cost, financial procedures,
and /or external funding:

Recommendations for Future Project / Event:

1)

2)

3)

4)

5)

Duplicate this section for additional projects / events.

How to run your club's meetings

Provide any information regarding meetings

Eg. rules of meetings (do you use Roberts Rules of the Board Room, etc), who conducts these meetings, when and where are meetings hosted, who should be present at meetings, what is needed to host these meetings?

Conclusion / Summary / Reflections

Provide any extra information to assist the incoming individual

eg. tips for success, what challenges to expect, how to prepare, why is this club important to you:

Provide your thoughts on the role, both positive and negative:

Final reflection on your time in this role: