

Officer Transition Meeting Questions

Outgoing Officer Questions to Consider

What I liked best about my position...

What I liked least about my position...

The most difficult decision I made was...

What I could have done to make the experience better was...

Obstacles I faced were...

Resources which assisted me in my job were...

Things I wish I had known before I took office ...

Our advisor helped me in my position by...

The most helpful people/offices have been...

What do I perceive my organization's objectives?

What do I consider to be my main responsibility?

What were my three biggest accomplishments?

What did I try that did not work? Why?

What do I wish I had done or tried, but did not?

What are the three big issues or problem areas that will require attention this year?

What should be done immediately in the next term?

Other important information...

Incoming Officer Questions to Consider

List 3 things (and why) that made me want to run for office:

List 3 new ideas that I would like to implement:

List 3 important foreseeable problems in my group and/or position:

List possible solutions to the above problems:

Things specific to my position I want to know about (challenges, forms, duties, etc.)

Things I should do before the officer term begins...

People (or positions) I should get to know...

Services or policies I need to know about...

Expectations I have for my advisor are...

List three goals I have for the group

How can I best empower/work with the executive board/group?

How can I motivate/empower the general body?
What legacy do I want to leave for the group?

Other questions I want/need answered...

