

Outgoing Officer To-Do List

- Organize all binders/notebooks and files
- Finish all necessary correspondence (letters, email, phone calls)
- Prepare year-end report and evaluation
- Develop action plan and time-line for new officer transition
- Necessary meetings attended and conducted by officer Important tasks
- Sharing tasks and duties with other group members
- Introductions to key people/relationship building
- One-on-One meetings and training
- Attend Campus Life GPS Training Modules
- Review responsibilities of your position and revise if necessary

