

Sample Retreat Schedule – Officer Transitions

Officer meetings

- New/old officers pair off (president with president, treasurer with treasurer)
- Update each section of notebooks, or talk about what should go in a new one. If officers do not have a notebook, take the time to create one!
- Each pair of officers should discuss the following:
 - Who did the outgoing officer interact with most in the administration, in the community, and other student organizations?
 - With the departments/areas listed above, what capacity did the outgoing officer work with them on?
 - What University paperwork is this position responsible for completing?
 - What did the outgoing officer have to do with the organization's funding requests (assuming this question applies to your group)?
 - What University procedures did the outgoing officer have the most trouble with and how can the incoming officer avoid those troubles?
 - What were the biggest challenges the outgoing officer faced and how did they overcome them?
 - What goals did the outgoing officer have, and which were achieved and which were not.

Joint officer meeting

- Gather as a group; write everyone's notes on a board or flip chart. Note similarities.
- Generate a discussion on similarities, challenges and how challenges can be overcome.
- Review policies.

New officer meeting (This could be a separate meeting, or the next phase of the retreat.)

- Goal review. What did the past officers accomplish?
- What is left to do from the past goal list? Revise list or eliminate it if the officers choose.
- Provide new officers time to list goals for their position on their own.
- Reassemble and share updated goals.
- Brainstorm new goals for the organization and ideas for programs, fundraisers, and social events.
- Make an exhaustive list of everything the group could possibly accomplish.
- Narrow down that list to what they can reasonably accomplish. Assign tasks to specific officers. If no one wants to do it, take it off the goals list.