

RSO Officer Transition Guide

Spring 2023

Maverick Involvement Team

RSO Office located in

Student Activities

CSU 173

 MINNESOTA STATE UNIVERSITY MANKATO

What are officer transitions, and why do we have them?

Officer transitions are a vital part of a successful organization because successfully transitioning between leaders helps ensure that RSOs continue to grow and develop.

This document provides you with tips that can help your RSO have successful officer transitions. Outgoing officers who work with incoming officers in an intentional way can pass on valuable lessons learned which creates more confident incoming leaders!

There is not one best way to transition. All RSOs are different so do what feels best for your RSO and your mission.

Consider the Best Structure for Your RSO

Officer transition can happen in a variety of ways – mix and match the following

Retreat Style: Full Day or Half Day

- Devoting a half-day or full-day to transitioning your RSO officers allows for deep discussion and getting-to-know each other activities. Your advisor should be invited to this type of session.

Meeting(s): Use a regularly scheduled meeting

- Use this guide as a large part of your group meeting time, select any other topics that should be covered for all of your officers' benefit.

One-on-one Transition Meetings: About One Hour

- Incoming and outgoing (if available) officers meet individually at times that are convenient for each pair and cover the topics suggested below.

Outgoing Officer Transition Report

- Outgoing officers prepare a transition report containing relevant information (see topics below) to be shared with incoming officers or posted on Involve U for future officers to refer to.

Remember, do what works best for your organization while utilizing this guide as a resource. If you would like guidance, speak with your RSO Advisor!

Document / Information Preparation

The following is a list of potential documentation to be shared with or obtained by new officers.

1. Constitution
2. Officer position responsibilities
3. Mission and values of organization
4. History of the RSO
5. Progress on RSO goals for the year
6. Member contact list
7. Organization leaders and advisor contact information

8. Other important contacts - may include campus partners, national organization contact people, important community members, donors, alumni, annual event services contacts, etc.
9. Annual procedures/events/timeline of planning events
10. Minutes from meetings, financial statements
11. Social media login and password information
12. RSO Recognition information
13. Historical documents/information for how to access any online documents
14. Information on RSO Office and Resources available
15. Calendar
- 16. Any other specific information pertinent to your RSO**

Be sure to update names / contact information / or access to the following:

1. Bank Account info (off campus)
2. 901 account access (on campus)
3. Event reservations
4. Involve U roster, access to RSO page
5. RSO email account

Reflection Questions for Outgoing Officers

It is important to recognize the accomplishments of you and your team this year! Reflect on your experience and prepare information to pass on to the incoming officers!

1. My position description can be found here:
 - a. Or the responsibilities of my position included:
2. Things I wish I had known before I started in this position:
3. List specific accomplishments realized during your term in office and the reasons for their success.
 - a. What did we try that worked well and would suggest doing again? Why?
4. List any problems or disappointments you encountered as a part of your position and suggest ways of avoiding or correcting them.
 - a. What did I try that did not work? Why did it not work?
 - b. What problems or areas will require attention within the next year?
5. Create a list of important dates related to your position.
 - a. Provide suggestions for increasing efficiency and effectiveness.
6. How have you improved as a leader?
7. How will you translate the skills you have learned through this position in your future career?
8. What insights or suggestions would you offer your incoming officer?
9. What other pertinent information specific to your RSO and role within it can you share?

Reflection Questions for Incoming Officers

As you prepare for your journey as an officer of your RSO, consider these questions to spark your thinking:

- What questions do I have that aren't in these documents?
- How do I access everything on the document preparation list in this guide?
- Who are the contact people for key offices (on or off campus) we work with for events, meetings, or other RSO business?
- What do I need to know about working with our RSO Advisor?
- What expectations do the members have of this position?
- What are my goals for my RSO?
- How do I hope to grow as a leader?
- What obstacles do I anticipate? What's my plan to overcome these?
- What resources do I have available to assist in my journey?
- What should be done immediately?

It is vital to have access to the tools used to manage your RSO. Be sure to get access to:

- Your RSO page on Involve U
- Log-in info and passwords for social media
- RSO email account
- 901 account access or off-campus bank account information
- What else is specific to your RSO?

Discussion Items for Incoming/Outgoing Officers

Review this entire list and consider what is most important for your RSO rather than starting at the top and working through every item! Remember that your RSO is unique, and there may be other discussion items, too.

1. Required Actions

- a. We are planning to switch to a new RSO management software over the summer – **stay tuned** for instructions on what we need you to do to ease the transition.
- b. In April we'll also announce more details regarding Fall dates and RSO events.

2. Goals

- a. Review/evaluate last year's goals
- b. Which goals were and were not attained, why?
- c. How can these goals be adjusted for this year?
- d. What new goals do you have? Make your goals SMART!
 - i. *Specific* (who, what, where, when, why?)
 - ii. *Measurable* (how much, how will I know this goal is met?)
 - iii. *Achievable* (how realistic is your goal, do you have necessary resources?)
 - iv. *Relevant* (does it align with your goals, is it important at this time?)

- v. *Time-based* (how long will it take, what can I do today, what can I do in 2 weeks?)

3. Programming/Events

- a. Do the programming/events follow the mission and values of your RSO?
- b. How was the flow of the organization's programming?
- c. How many / what was held? Was there too much/not enough?
- d. How successful was the programming / events?
- e. Should events be repeated?
- f. Do meetings run effectively?
- g. How can programming be changed? What new events could be done? (SMART goal)

4. Recruitment

- a. How many new members were gained? How many members were lost?
- b. How is retention throughout the year?
- c. How can recruitment be improved upon? (SMART goal)

5. Marketing

- a. What is our image?
- b. How do we promote ourselves on campus?
- c. How do we utilize social media?
- d. How can we improve our marketing? (SMART goal)

6. Membership

- a. What does involvement in your organization look like?
- b. Are all members included and given leadership opportunities?
- c. Are all members fulfilling their duties?
- d. How can membership be improved? (SMART goal)*

7. Officers

- a. Are roles well defined?
- b. Do we need more/less officers? Is work evenly distributed?
- c. Do officers function together as a team?
- d. What does good communication between officers and members look like?
- e. How can officer duties be improved? (SMART goal)*

8. Funding

- a. What does the current budget for your organization look like?
- b. What sources do you receive funding from? When do you need to apply?
- c. How have funds been allocated in the past?
- d. Which part of our organization needs more/less funding?
- e. What is our goal to obtain and utilize funding next year? (SMART goal)*

9. Connection with your RSO Advisor and the RSO Office/MIT?

- a. Is your RSO Advisor utilized as a resource?
- b. How can you get them more involved?
- c. How do we use the resources provided by the RSO Office & MIT?
- d. Are there resources provided by the RSO Office that we don't currently use, but should?

Pro-Tips

1. Review your RSO constitution/bylaws - is the timing of officer transition outlined! If not, add it.
2. Start early! Leaving transitions to the last minute can result in important information being forgotten.
3. Provide new officers with the contact information of outgoing officers; that way, if questions arise, they have an additional resource!
4. Throughout the year, make a point to document everything—that way, future organization officers can easily see what has been done previously!

RESOURCES:

Maverick Involvement Team Office Hours in the RSO Office

Location: Centennial Student Union 173
Website: mnsu.edu/rso

Telephone: (507) 389-6076
Email: RSO-Office@mnsu.edu

Address: RSO Office
Centennial Student Union 173
Minnesota State University, Mankato
Mankato, MN 56001

Hours: Monday – Friday 8:00 a.m. – 4:30 p.m. *Hours may vary*
Summer Hours 7:30 a.m. – 4:00 p.m.

Student Activities Office

Location: Centennial Student Union 173
Website: mnsu.edu/activities

Telephone: (507) 389-6076
Email: activities@mnsu.edu

Address: Student Activities
Centennial Student Union 173
Minnesota State University, Mankato
Mankato, MN 56001

Hours: Monday – Friday 8:00 a.m. – 4:30 p.m. *Hours may vary*
Summer Hours 7:30 a.m. – 4:00 p.m.

RSO Resources Online

mnsu.edu/rso-resources