

Student Organization Name

Position Name

Reports to: (if applicable)

Responsibilities and Need to Know Information:

Responsibilities:

- What major responsibilities does your position hold?
 - Semesterly? Annually?
- What events do they plan?
- What committees are they a part of?
- Are there any links that can be useful if they need to order items?

Need to Know Information:

- Is there anything you learned while in this position that you wish you had known before hand
- Any advice you were given that assisted you in the success you had
- Any monthly, weekly, semesterly, annually reminders that worked for you that is not directly a responsibility

Major Activities/Events

- Here you can list major events or activities that your position is in charge of
- You can do step by step if it is a more common activity
- List what is usually needed of the activity or event
- List committee members if it stays the same per year
- You can list out what has gone well and what improvements need to be made
 - You can even list out your own ideas to improve if you have any
- List past events that you have done, not just the past year events
 - For example, if you are in charge of finding volunteer opportunities, list all opportunities you have done/given since sometimes the opportunities can come back in future years
- Sometimes if the event is huge, like a retreat, you can make it its own section so future position holders can add on their event as well
 - This will allow for easier viewing as well as give easier access to the different ideas, position holders, and what has and has not worked

Timeline

- Does your organization have major deadlines per year? List them here for an easy access for the future position holder
 - Even if it is not specific dates- giving a general overview of when something is usually due will help them to look out for it

Personal Send Off

- Add in your own personal send off.
 - What you thought of the position
 - What you gained
 - What you hope moving forward
 - Contact information for the new person (if you want)

Important notes:

- Take this sample document and change it to match not only your position but your organization as well
- It is okay if the document is long, just make sure there is the needed information at the top and a table of contents to be able to quickly find information needed throughout the year
- Having a transition guide for each position allows for easier translation and conversations about the position