

## Additional Information

- ◆ Are you people oriented {concerned mainly with how your members are doing, how they feel}?
- ◆ Are you task-oriented {concerned with what your members are doing, are group goals being reached}?
- ◆ Do you place good relationships {camaraderie} high in your priorities?
- ◆ What would you suggest as the group goals?
- ◆ Do you feel all the other members should have input in deciding the organization's goals? Or just the group's officers?
- ◆ How will goals be achieved? By setting up different committees {e.g. fundraising committee, publicity committee, program committee}?
- ◆ Is officer cohesiveness important to you?
- ◆ Ultimately, which method {i.e. "tell and have done", participative, etc} – in your judgment – would help the organization accomplish its goals most effectively in each situation?

For more information on building your leadership skills or getting involved in a leadership role on campus, please contact the Dean of Students office. The Student Organization Area can assist in providing additional advisement to the needs of your club/organization. The Student Leadership Institute provides opportunities such as workshops and a University Leadership Conference. Feel free to contact us for any leadership development or support that you may need. We look forward to hearing from you.

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Student Leadership Institute  
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Student Organization Area  
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CAL STATE FULLERTON  
**STUDENT AFFAIRS**

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Passing  
the Gavel

## Officer transition

Your last task as an officer can be one of your most important. Gracefully transferring your knowledge and authority can have several implications and help our image in club history:

- ◆ Your group will not "re-invent the wheel" each year because it can build on your previous knowledge.
- ◆ Successful transitions will prevent the "lame duck" period when group effectiveness can be limited.
- ◆ The transition process will help out-going leaders bring closure to their experience. It can help them let go—which is often a difficult thing—for committed leaders to do.
- ◆ Experienced leaders will feel needed as you use their expertise for transition programs.
- ◆ New leaders will start their jobs with increased confidence and knowledge of available resources.

## Transition should occur all year

- ◆ Identify emerging leaders early in the year to give them experience and exposure to resources.
- ◆ Maintain organized files including contact people, faculties, financial information,

and minutes on all events your group was involved in.

- ◆ Elect officers one month before installation to provide an "overlap" period for new and old officers to work together.
- ◆ Encourage individual meetings between new and old officers to provide a smooth transition.
- ◆ Establish a calendar for the year to provide a general timeline for new officers.
- ◆ Keep your advisor informed of plans, activities, ideas and financial commitments.

## A smooth transition includes:

- ◆ A meeting or retreat to share ideas and plan for the future
- ◆ Fill in the gaps for new officers by asking yourself what you wished someone had told you a year ago
- ◆ Share traditions, ideas, or completed projects, continuing projects and concerns, or ideas never carried out.
- ◆ Acquaint new officers with physical environment, supplies and equipment, including mailbox in the student organization area and use of A.S. accounts
- ◆ Introduce new officers to key people such as advisors, administrators, and faculty who have helped your group in the past.
- ◆ Update your constitution and by-laws to reflect changes

made during your administration. Review job descriptions to make sure they accurately describe the offices your organization uses.

- ◆ Review your financial records to list outstanding bills and payments. New officers should not have "surprises" during the year about all unpaid debts.
- ◆ Determine possible funding sources for the new year. Utilize on and off-campus resources.
- ◆ Review your mailing list or membership records to bring them up-to-date.
- ◆ Introduce new officers to resources available in the Dean of Students office or Assistant Deans in your colleges. Be sure to have them complete any necessary paperwork.

## What's your style? Getting started as a leader

Congratulations! You just been elected as a student leader and you have a lot of decisions to make. To whom do you delegate, what goals will you establish, how will you get the job done? The way you choose to answer these questions is a reflection of your leadership style. A good way to determine your leadership style is to examine the style of others. What did you like about your predecessor's style? What could be improved upon? Review these questions to discover what style you would like to develop: