

RSO Officer Transition Packet

This is to be completed by every officer in the RSO. A copy of the packet should be stored in the RSO drive and another given to the incoming correlating officer.

Organization Name:

Position in RSO: Dates

Served in Office:

Overview of Duties

Daily/Weekly Responsibilities(*Check email, post on social media, prepare agendas, etc.*):

Monthly Responsibilities(*Check email, post on social media, prepare agendas, etc.*):

Semester Responsibilities(*Include tasks your position is responsible for separated by Fall and Spring semester*):

Annual Responsibilities(*Include tasks your position is responsible for once a year*):

Transition Packet

Outstanding Projects (*List any projects in progress or that you wanted to complete during your term, but did not have the chance.*)

Project One Name:

Description of project:

Status (just started, in progress, or nearly completed):

Next Steps (List additional steps that should be taken by incoming officer):

Project Deadline:

Resources Needed (List additional steps that should be taken by incoming officer):

Project Two Name:

Description of project:

Status (just started, in progress, or nearly completed):

Next Steps (List additional steps that should be taken by incoming officer):

Project Deadline:

Resources Needed (List additional steps that should be taken by incoming officer):

Major Deadlines to Remember for Position

(Please list all deadlines your position is responsible for throughout the year. Remember chapter dues, submission deadlines, registration deadlines, etc.)

Helpful Tips

(Please list things that you learned that helped you complete your duties as an officer. Be sure to include how you accomplished tasks.)

Important Contacts

Contact Name:

- Position:
- Phone Number:
- Email:
- Describe how contact supports RSO:

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