The following check list should be consulted during an officer transition. This includes the standard election process, as well as potentially mid-term appointments, resignations/graduations, or vacancies. Not every item applies to every position (of course), and these are in no particular order.

[ ] Update officer list on the website (with professional headshot photo)

[ ] Update access to social media handles that the officer was using

[ ] Update access to bank accounts

[ ] Ensure new officer has access to relevant external vendors

Traditional Examples include:

* Sams Club membership card
* Access to storage shed/facilities
* Access to Quickbooks or GreekBill

[ ] Ensure officer gets removed/added to appropriate Slack channels

[ ] Ensure officer gets removed/added to appropriate listservs/email distribution

[ ] Ensure all other officers have the new officer’s contact information (cell phone)

[ ] New officer sworn in according to constitution

[ ] Send updated officer list to National HQ (major elected officers only)

*Updating with Nationals also ensures that our liability insurance carrier is updated as well*

[ ] Send updated officer list to University (major elected officers only)

*Updating with OU ensures our registered student org contacts are always reachable*

[ ] Send updated officer list to E-Club/CoE (major elected officers only)

*May or may not be applicable still*

[ ] Send updated officer list to IGC (major and liaison positions only)

*Updating with Nationals also ensures that our liability insurance carrier is updated as well*

[ ] Send updated officer list to ASK/SWE (major and liaison positions only)

*Always make sure the girls can find you*

[ ] Ensure new officer re-reads the constitution and is familiar with Roberts Rules

[ ] Outgoing officer to perform ‘officer-transition’ session (if possible)

[ ] Outgoing officer hands over keys/assets/ledgers/items (or replacements ordered)

[ ] Incoming officer to sit down with President to sketch priorities/strategy

[ ] Incoming officer to sit down with Treasurer to get/set budget expectations