



College Panhellenic Officer Transition Guide

The success of an officer team often stems directly from the strength of its transition experience. While it is tempting for outgoing officers to quickly fade away right after elections, it is their responsibility to finish strong and pass the baton to the new officers. Having a plan prepared before new officers are elected helps carry projects, ideas and initiatives forward without having to depend on a specific individual.

Transition Timeline

At Least Three Weeks Before Elections or Rotations

- Each officer should fill out a transition document with the most important information. This will be shared with the new officers and can act as a frame to guide transition conversations.
- A [template transition document](#) can be useful in knowing that all officers are sharing similar information.

Day One

- Officers are elected or rotate in. Ideally, this will be done with at least three weeks and one College Panhellenic meeting left in the term.
 - For a better understanding of the College Panhellenics [officer elections process](#) or [officer rotation process](#), please visit our other resources.

Week One

- Outgoing officers and incoming officers should meet as a group as soon as possible to discuss their year. Group transitions are a great time to learn about how the team should function.
- Incoming officers meet as a group on their own to discuss leadership styles. If possible, use your campus' leadership office to conduct some kind of inventory, such as StrengthsQuest to uncover and share each person's skills and identify how they can use them together to benefit the team. Formulate an approach to the upcoming year and discuss any initiatives you might want to pursue.

Week One or Two

- Outgoing and incoming officers should meet individually for a thorough transition. This should take several meetings. This is where the transition document can be very helpful. Topics include:
 - Performing shared office hours so the outgoing officer can show the incoming officer day-to-day life in the office.



- Review of the calendar. The outgoing officer should communicate what the year looks like. What are the busy times? What are the down times? What are things she should watch for?
 - Forwarding pertinent emails (if the officer does not already use a shared email account for the role). Sometimes an officer is repeatedly asked the same few questions. If there is a good response already drafted, the outgoing officer should send that to the new one for reference.
 - Sharing of pertinent documents, including College Panhellenic bylaws, officer rosters and historical documents necessary for the position.
 - Discuss reports the new officer should know about. Discuss anything that goes to chapters as well as anything that goes to NPC.
- The outgoing officer should introduce the incoming officer to key people on campus and to the College Panhellenic's NPC area advisor. Incoming officers should understand when to reach out to these key people as resources to assist the College Panhellenic.

Week Two

- Continuation of outgoing/incoming individual officer meetings.
- Are there any officers or roles that need to be appointed instead of elected? The outgoing officers should assist in this process, allowing the incoming officers to make final decisions. This ensures everything is completed when the new officers are installed.
- Outgoing officers should assist incoming officers as they set up any training meetings or retreats. What are the best practices? What are the pitfalls?

Week Two or Three

- Assist in the transition of other officers. Once all new presidents are elected, the outgoing and incoming College Panhellenic presidents should have a meeting with all incoming and outgoing chapter presidents. This should be a forum for the incoming presidents to ask about what's ahead and let the outgoing presidents share from their experience. The same could happen with delegates, recruitment officers and any other officers who might benefit from this type of meeting. These meetings should be hosted by the College Panhellenic and discussions should center around how the office works with the Panhellenic community and the campus at large. They should not take the place of effective chapter-related officer transition processes.



Week Three

- College Panhellenic Council meeting. Outgoing and incoming officers sit together at the head table as the outgoing officers lead the incoming officers through a College Panhellenic meeting together. The new officers may be installed at this meeting, at a later meeting, or at a special installation ceremony/banquet. NPC has an Officer Installation Guide in the Manual of Information that you can use as a guide for this ceremony.
- After the new officers are installed, they should revisit their first meeting alone as a group. What has changed about how they want to approach things and/or new initiatives they may want to pursue? How have their one-on-one transitions influenced the way they view the upcoming year?

At the start of the new term (Week One)

- Consider a training for all chapter presidents and council officers. Be certain the College Panhellenic officers participate in this.
- By the end of the first week of school, have a casual meeting with the College Panhellenic executive board and delegates. Help the women get to know one another and engage in small-group and large-group goal setting discussions.

Transition Tip

If your campus hosts recruitment in the spring term, plan these extra steps as soon as new officers are elected.

- New officers should begin attending any recruitment-related meetings where their office might be involved. New officers should attend as observers.
- One transition meeting should be held involving outgoing and incoming officers just to discuss recruitment.
- Once the new officers are installed, they take over recruitment-related responsibilities and are the leaders throughout primary recruitment.
- Outgoing officers should be available to answer questions as they arise.
- The outgoing officers should not attend meetings unless they are invited or have a role at the meeting because of a chapter office they hold.