Supporting Student Group Officer Transitions

Faculty advisors are responsible for sustaining the viability of the SLA Student Group through changes in Student Group Officers. By encouraging both incoming and outgoing officers to complete the following tasks, you can help support continuity in group affairs by supporting effective leadership transitions.

Incoming Officer Tasks

As you begin your term as a student group officer, you can help ensure the success of your student groups by reviewing documentation related to your group. This will help ensure you and your group are well-prepared to begin planning for the new term. In addition to getting to know your fellow officers, consider completing the following tasks:

- Review any applicable governance documentation (e.g. Student Group Bylaws, Student Association Policies). Determine which, if any, policies directly relate to your officer position.
- Review the duties and responsibilities of your position as a student group officer.
- Review your student group’s governance structure, and determine which officer(s) will be required and/or expected to serve on committees.
- Review the SLA student group manual and discuss the manual with your fellow officers.
- Determine which officer(s) will be responsible for developing and submitting reports to SLA, as well as any reports required by your academic institution.
- Review the previous year’s SLA student group reports, along with any additional documentation or guidance provided by previous officers.
- Working as a group, brainstorm and develop new goals for the student group.

Outgoing Officer Tasks

As you conclude your term as a student group officer, you can help ensure the success of your student groups by sharing your experiences with new officers. In addition to saving the biannual SA student group reports for future groups to reference, consider documenting your thoughts on the following issues:

- What were your group’s goals and achievements over the previous year?
- What were your group’s greatest strengths and weaknesses?
- What challenges did your group face in achieving its goals? Were you able to overcome those challenges? What factors aided and/or hindered your ability to overcome those challenges?
- What programs, projects, and/or events did you hold during the year? Which were effective, and which were not? Why?
- When did you schedule your events? What factors influences your scheduling of events and activities? Would you change when specific events were held?