

2017-2018 Registered Student Organization Leadership (RSO) Transition Form

This document is intended to ensure responsibilities and knowledge have appropriately transitioned between outgoing and incoming leadership of the registered student organization (RSO). Even if a president from the prior term has been chosen to continue in that role for another year, this form is still necessary as part of the annual org registration application.

Incoming leadership, please initial to indicate each of the following has occurred and fill in blanks where necessary. By signing at the bottom you acknowledge you have read and understand each line:

_____ I have been chosen to serve as leader of my organization through a procedure outlined in accordance with my organization's constitution.

_____ I have access to and have reviewed the organization's constitution, bylaws, and other procedural documents, as well as made the necessary updates so these documents meet the [guidelines as set by Northwestern University](#).

_____ I understand and have met with outgoing leadership to discuss the responsibilities of this role to my organization as well as reviewed any unfinished projects, opportunities for improvement, and procedures for the organization's operations.

_____ I have a way to reach the outgoing leadership (i.e. a permanent non-Northwestern email address, non-campus phone number, social media connection, etc. if outgoing leader is no longer a student) if an issue arises and I need help.

_____ I have been given the necessary passwords, keys, and access to organizational resources as well as previous budget, contract, and event planning information from outgoing leadership.

_____ I have been introduced to the organization's advisor/coach as the incoming leader of the organization and discussed expectations for the upcoming term.

_____ I acknowledge the organization's Wildcat Connection page accurately reflects my position as a president in the organization's roster to make sure I receive necessary information pertaining to all RSOs.

_____ I understand the length of my term as leader and acknowledge the responsibility to transition to new leadership (if necessary) effectively at the end of my term.

BY SIGNING BELOW we acknowledge responsibilities and terms of roles.

Student Organization Name: _____

Leadership Title (e.g. president, executive director, etc.) _____

Outgoing Leader Signature/Date: _____

Incoming Leader Signature/Date: _____

Advisor Signature/Date: _____