**INCOMING OFFICER WORKSHEET**

***INSTRUCTIONS***

This document is to be completed PRIOR TO TRANISITON MEETINGS. Please think through and thoughtfully respond to the questions in the sections below. Feel free to type these answers on a separate document and print prior to the transition meeting.

***UNDERSTANDING MY POSITION***

1. What position-specific things do I want to know about (i.e. forms, reports, timelines, duties, etc.)?
2. Things I should do in the next month (include task and deadline):
3. People I should get to know (include name and deadline to contact):
4. Resources and services I need to know about…
5. Things I need to know about working with my chapter’s volunteers? My fraternity/sorority life advisor? My regional director?
6. Other questions I want answered (include question and person to ask):

***PREPARING FOR MY TERM***

1. What do you perceive to be the chapter’s short-term objectives or goals?
2. What do you perceive to be the chapter’s long-term objectives or goals?
3. What do you consider to be the greatest responsibilities of your office?
4. What are your expectations of yourself in this position?
5. What expectations do you have for the rest of the executive board?
6. What expectations do you want your fellow leaders and brothers to hold you accountable to?
7. What problems or areas will require your greatest attention this year?
8. What action items do you want to complete in the next 30 days?