Officer Binder or Digital Files

Ideally, a binder or online files should be developed and maintained over the course of the outgoing officer's term. However, in many cases, the binder is created at the last minute or was never utilized. Work to make the binder a part of the daily operations, planning and reflection of the student group. Each outgoing officer should provide a binder or digital files to their successor with the following information:

- ☐ Organizational Mission Statement
- ☐ Organizational Constitution & By-Laws
- ☐ Organizational Policies & Procedures
- ☐ Office Position Description
    - o Specific responsibilities of the position
    - o Any changes that are needed in the job description
- ☐ Officer Time-Line
    - o Current year calendar that indicates outgoing officer activities
    - o Recommended dates by which tasks should be completed to fulfill responsibilities in a timely manner
- ☐ Event/Project Documentation
    - o Records of how each project, event or activity was implemented
- ☐ Evaluation of Event/Project
    - o Evaluations from participants
    - o Outgoing officer's feedback and recommendations
- ☐ Budget
    - o Accounting of how allocated funds were spent
- ☐ Documents
    - o Important forms
    - o Agendas and Meeting Minutes
    - o Officer and committee reports
    - o Semester-end and year-end reports
    - o Pertinent correspondence
- ☐ Resources
    - o Key resource people helpful in fulfilling responsibilities and how to contact them
    - o Name and contact information of outgoing officers
- ☐ Other Essentials
    - o Keys, account transfers, mailbox information, passwords, access codes, etc.
- ☐ Outgoing Officer To-Do List