

Officer Transition Techniques

West Chester University
Nu Zeta Chapter

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Presentation Preview

- ❖ Board Member Contracts
- ❖ Board Member Responsibilities
- ❖ Cross Training & Mentoring

Contracts

Our Board Contracts: What are they ?

- ❖ Handed out every semester to new and returning board members
- ❖ Since we are regularly transitioning positions, this gives the incoming officer guide lines of their duty & expectations.
- ❖ Officers use contracts for reference throughout semester

Community Service Officer Contract

Responsibilities:

- Have a time-line of events for this semester i.e. Adopt-a-Block, After-meeting events, and trips
- Delegate with one another on who is getting supplies and who will be delivering to the designated location
- Communicate with treasurer regarding reimbursements for events
- Call delivery locations ahead of time to ensure they will take the items
- Plan after-meeting service event dates and event ahead of time so we can advertise what the event will be to the chapter members
- Review all items before delivering to the anticipated location. i.e. weed out inappropriate comments or items. If making cards or any item that could be altered inappropriately, go through all of them to make sure only the appropriate items are being sent out
- Reserve room for service events, if necessary
- Make sure Reporting Officer gets attendance for all community service events
- Attend board meetings on Tuesdays, 3:30-4:30pm. MUST have your camera on if the meeting is virtual. If you cannot have your camera on, please contact the president in advance.
 - Have talking points on your position – discuss what is happening in the current and next week
 - Update and review agenda on drive by every Monday night with additional points, questions, or concerns
 - Contact President and Vice-President ASAP if you will not be at the board meeting – you are responsible to look at that agenda for that meeting and meet with the advisor and/or President to go over what you missed
- Meet professional and service hour requirements
- Communicate clearly with other board members if you need help, need to delegate tasks, or to share information via GroupMe, email, text, call, etc.
- Answer all communications in a timely manner
- Responsible for making surveys regarding your position or events
- Attend Involvement Fair
- Classroom Presentations and Tabling
- Attend 2 hours of tutoring per semester
- Update your key contact,
 - *President*, regularly

Purpose of Contracts: How do they better our Chapter ?

- ❖ Provide a sense of pride when joining our executive board.
- ❖ Encourages students to get involved.
- ❖ Enforces it by holding officers accountable.

- ❖ The Contracts achieve this goal by:
 - Making potential officers aware of the expectations before they sign up to run for a position.
 - Holding them to high standards.
 - To gain knowledge about our members and create a more comfortable atmosphere by tailoring the positions to the strengths of the individual.
 - Introducing how beneficial BAP can be to your professional development.

Board Member Responsibilities

Board Member Responsibilities

- ❖ Promotes better turnout for activities versus without contracts- board members may not participate.
- ❖ Prepares members for professional world by allowing them opportunities to grow and develop their skill set.
- ❖ Giving board members a minimum standard pushes them to go above and beyond requirements



Other tools we use to keep board members (and members) on track:

- ❖ Easy access to member status
 - Google Sheets with membership status so students can easily check if they are on track
 - Communications through email, GroupMe and social media
- ❖ Members in good standing emails
 - Emails to check in half way through the semester
 - Show what requirements you still need to fulfill
 - Advertises upcoming events and ways to complete these requirements
- ❖ End of semester emails & recognition
 - Congratulations!
 - We appreciate the dedication of our board members!

Board Member Check Ins

- ❖ Board member meets with President, Vice President, and the Faculty Advisor
- ❖ Focused on personal development and succession planning
- ❖ 3 Questions Asked:
 - One thing you have done well
 - One thing you think you need to work on
 - What are your long term goals?



Cross Training & Mentoring

Cross Training

- ❖ Since many of our officers had experience in other positions, they are in a much better place to mentor incoming officers.
- ❖ They are also able to fill in if someone else is unavailable to accomplish their tasks for a particular week or meeting.
- ❖ Improves efficiency by allowing enhanced mentoring throughout the semester.

Mentoring

- ❖ We try to find junior level and/or interested candidates who we can pair up with more experienced officers so they can be mentored indirectly.
- ❖ We provide opportunities for current members to shadow current officers.
- ❖ We hold elections early enough so that there is an overlap with the current and incoming board members. This way, they can attend the last few board meetings and can connect with the current person in their future positions.

Why Do We Care About Board Member Success?

- ❖ We love Beta Alpha Psi and want our chapter to thrive
- ❖ We are preparing students for their future careers
- ❖ Our reputation as a superior chapter is dependent on the continued involvement and dedication of our members

