

# BEST PRACTICES

## TRANSITION TIME

Communicate pre-transition time to ensure a succession strategy is in the works

Continuity binder/online document location – you should have access in case something goes awry

Know the transition process and actively motivate officers to meet in person

You are the institutional memory – they graduate, you stay!

### TRANSITIONING CHAPTER OFFICERS

YES, YOU HAVE A ROLE!



### TRANSITIONING NEW ADVISERS + COORDINATORS



ASN working on concrete document to aid in choosing new Advisers

Update any notes, manual, best practices BEFORE leaving your role

Central location for all Chapter documents and pertinent information

Meet with your successor **IN PERSON** to share documents, knowledge, resources, summit + conference expectations, Central Office contacts, etc.

Alert Central Office as soon as a new person is appointed so we can reach out appropriately

Annual webinars are designed to help with initial training

Mentoring "Buddy" System – Central Office will coordinate the match-up

Use as a resource for day-to-day Chapter management questions