

# LEADERSHIP

is a passion for what you do, a clear picture of where you are going, a fluid phenomenon that grows within you, and an emotional expression of what you do. You get it from others, by learning as much as you can and allowing yourself to show your passion. You give it to others by living your vision, sharing that vision with others, being willing to do things—not just say things and leading by example.



## Fast Facts

### Basic Operations & Procedures

Agendas	Budgeting
Constitutions	Elections
Meetings	Minutes

### Skills for Leaders

Assertiveness	Communication
Delegation	Ethics
Goal Setting	Recognition

### Planning Activities

Co-sponsorship	Fundraising
Group Dynamics	Teambuilding
Planning/Evaluation	Retreats

### Beginnings & Challenges

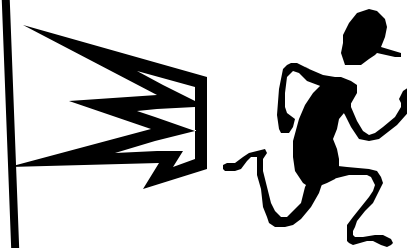
Conflict	Difficult Members
Getting Involved	Transitions
Recruiting	Starting a Group



**Fast Facts** are brought to you by

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## Fast Facts

Quick Tips  
For Developing  
Effective Leadership

# Transitions

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*Beginnings &  
Challenges*  
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▶ The transition of leadership can be smooth or a complete disaster, and may determine the effectiveness of the group for years to come.

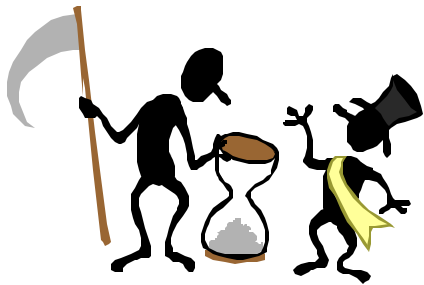
## A Smooth Transition

### For Incoming Leaders:

- A time to absorb the expertise of the outgoing members
- An opportunity to ask questions and gain helpful advice

### For Outgoing Leaders:

- A sense of closure
- An opportunity to evaluate the year
- A last chance to say, "I wish I had done this..."



## Specific Info To Give To New Officers



- Constitution and bylaws
- Job descriptions of the Officers
- Description of committees
- Resource list of important contacts
- Listing of basic annual projects/procedures
- Organization member list (update on OSAL website)
- Goals, mission, philosophy, or values of group
- Meeting minutes and/or agendas
- Evaluations from past events
- Plans in the process for upcoming events
- Budget information
- Historical records, photo books, etc.
- Ongoing challenges the group has been facing

## Ways You Can Make A New Officer Feel "At Home" In Their New Position



Plan a retreat or get-to-know-you event with both the incoming officers and outgoing officers so they can learn from and teach one another.



Make up a "*Transitions Binder*" for the group that pulls together important info, so it's easier to pass along when the time comes.



Introduce the new group officers to the advisor and OSAL staff so we all know who's who!



Consult the OSAL Transitions booklet for other ideas.

**Remember, everyone plays a role in a smooth transition!!!**