

# XCEL Points

For Leadership Success

Campus Center and Student Activities Department

## Have You Been Nominated?

Have you been nominated for office? Do you know what responsibilities come with it? What about the level of time commitment involved? If you have been nominated for an office that you know very little about, get some information! Learn what you will be responsible for as an officer and make an honest decision about your ability to commit to the office if you are elected.

## After Elections

Talk to the individual who held the office before you. He or she has spent at least a year in that position and will probably have tips to make getting started easier for you! Discuss with them what they would like to see take place in the organization next year, because chances are they have great ideas that they did not have time to implement when they were in office.

Before you begin in your role, help the current officer with their responsibilities like paperwork. They would most likely enjoy to have some help and you will benefit and learn from someone who knows what to do too!

## Transition Period

To ease newly elected officers into their responsibilities it may be wise for organizations to consider a 'transition period.' A transition period could encompass the time from when officers are elected to when they actually begin. This time is best used as an opportunity for the new incoming officer to shadow and learn from the existing officer whom they are about to replace.

Allowing time for transition between officers can accomplish the following things:

- The current officer and newly elected can work together
- Newly elected officer can learn the basics of their position
- A general shift of responsibilities of each from one officer to the next
- A productive start to the next academic year because officers will not have to learn about their position and its responsibilities for the first time by themselves

**The reality is that changes are coming... They must come. You must share in bringing them.**

*~John Hersey~*

