Transitioning Leadership

Tips & Tricks
Transition Checklist

- History of Organization
- Mission Statement
- Constitution & By-laws
- Position Descriptions
- Program Checklists
- Goals for the next year/ Timeline
- Passwords (email, social media, national org, etc.)
- Scheduling Reservations
- Contact Information (CSI Program Manager, Faculty/Staff Advisor, National Org., etc.)
- Templates (agendas, budgets, calendars, etc.)
- Unfinished Projects or Requests
Tips for student groups

- Plan for leadership changes (hold elections, etc.) the semester before transition
- Create transition documents/drives with information on Transition Checklist (next slide)
- Fill in new leaders with info about CSI resources, including the Student Organization Resource Guide
- Keep upcoming deadlines in mind (Budget Requests, Call for Programs, Re-registration, etc.)
- Make incoming leaders administrators on Orgsync & re-register your student organization via Orgsync together
Prepping for Next Year: Things to keep in mind

● Call for Programs
● Budget Requests
● Program Manager Lists
● Re-registration

Any questions? CSI is here year-round!
Call for Programs

- **What:**
  - Request weekly meeting spaces and major event spaces for the next academic year

- **How:**
  - Link and directions sent to students via email
  - Completed via myNortheastern (MEV) or OrgSync (Weekly Meetings)

- **When:**
  - Due Spring Semester for following academic year spaces
Budget Requests

● What:
  ○ Requests for funds from student government

● How:
  ○ OrgSync

● When:
  ○ Deadlines are posted on student government websites
  ○ Begin in early summer for the fall semester
Program Manager Lists

- Updated each semester
- Found on CSI website
Re-Registration

- **What:**
  - Student orgs must re-register their organization on Orgsync each semester to let CSI know they are active
- **Why:**
  - This allows CSI and SABO to have the most up to date contact information for the student leaders of the organization
- **How:**
  - OrgSync
- **When:**
  - Deadlines typically in August (Fall) and January (Spring)
Questions?
nucsi@northeastern.edu