Society Transition

**Society Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Current Executive**

|  |  |  |
| --- | --- | --- |
| **TITLE** | **NAME** | **EMAIL** |
| President |  |  |
| VP Internal |  |  |
| VP Finance |  |  |
| Chair |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Social Media Transition**

|  |  |  |
| --- | --- | --- |
| **PLATFORM** | **USERNAME/EMAIL** | **PASSWORD** |
| @Dal Email |  |  |
| Gmail1 |  |  |
| Gmail2 |  |  |
| Facebook |  |  |
| Twitter |  |  |
| Instagram |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**Social Media & Communication Strategy (Optional)**

**Incoming Executive**

|  |  |  |
| --- | --- | --- |
| **TITLE** | **NAME** | **EMAIL** |
| President |  |  |
| VP Internal |  |  |
| VP Finance |  |  |
| Chair |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Remember that each executive should have their own transition document to pass onto the incoming executive. Depending on how your society divides responsibilities among the executive, these packages should (in totality) include, among anything else your exec feel is relevan…

**Financial**

* Signed bank changeover form.
* General ledger.
* The budget and spending totals from the outgoing exec.
* Any guides or templates used by the outgoing exec.
* Any necessary contacts or additional information.

**Events**

* List of events held by the outgoing exec and any recommendations based off of their success.
* Any necessary contacts or additional information.

**Documents**

* The most up-to-date form of the society constitution.

**Special Society Activities**

* Outgoing executive should try to pass on as much information as possible about recurring larger-scale society activities. This includes (but isn’t limited to) society journals, conferences, galas, or networking initiatives.