**Contact Information**

- Update Primary Contact on Involvement Network
- Update organization roster on Involvement Network by removing/adding members and updating officers
- Update and/or share login information for necessary accounts (organization/officer email, bank account, etc.)

**Communication**

- Introduction to advisor(s), if applicable
- Introduction to relevant partners you will work with in this role

**Nuts & Bolts**

- Review organization constitution and/or bylaws and update as necessary
- Review position description and organization structure
- Review organization/officer budget
- Review prior documentation (meeting minutes, calendars, expenses, paperwork, etc.)
- Re-register your organization with ELS for the upcoming year

**Training Resources**

- Student Organization Manual
- ELS training videos (involvement.uga.edu)
- Review relevant University policies (ex: Solicitation Policy, Trademark Policy, Student Activity Fee Guidelines, Policy for Programs and Activities Serving Minors, etc.)
- Review resources from national organization, if applicable
- Attend Presidential Summits and Collegiate Leadership Conference hosted by ELS

**To-Dos**

- Complete a SOAR analysis of the organization to identify strengths, opportunities, aspirations, and results
- Develop a personal vision statement
- Develop your team (ice breakers, shared vision and aspirations, possible challenges, etc.)
- Set mutual expectations with advisor(s), officers, committee members, etc.
- Set organization calendar (meeting dates, events, annual procedures, etc.)
- Revisit goals throughout your term and make adjustments as necessary
- Prepare for your successor’s transition into your role
Contact Information
- Update and/or share login information for necessary accounts (such as organization/officer email)

Communication
- Introduction to advisor(s), if applicable
- Introduction to relevant partners you will work with in this role

Nuts & Bolts
- Review organization constitution and/or bylaws and update as necessary
- Review position description and organization structure
- Review officer budget
- Review prior documentation (meeting minutes, calendars, expenses, paperwork, etc.)

Training Resources
- Student Organization Manual
- ELS training videos (els.uga.edu)
- Review relevant University policies (e.g., Solicitation Policy, Trademark Policy, Student Activity Fee Guidelines, Policy for Programs and Activities Serving Minors, etc.)
- Review resources from national organization, if applicable

To-Dos
- Review SOAR analysis of the organization to identify strengths, opportunities, aspirations, and results
- Develop a personal vision statement
- If applicable, develop your committee (ice breakers, shared vision and aspirations, possible challenges, expectations, etc.)
- If applicable, Set mutual expectations with advisor, officers, committee members, etc.
- Set calendar (meeting dates, events, annual procedures, etc.)
- Revisit goals throughout your term and make adjustments as necessary
- Prepare for your successor's transition into your role