

# Officer Transition 1:1 Meeting

<b>Outgoing Officer:</b>	
<b>Incoming Officer:</b>	
<b>Officer Position:</b>	

<b>Outgoing Officer Reflection</b>	<b>Incoming Officer Discussion &amp; Brainstorm</b>	<b>Sharing of Knowledge and Info</b>
<p>What challenges did you face during your term? How did they help make you a better leader?</p>	<p>What are your goals when entering this position?</p>	<p>The outgoing officer shall discuss insights or other helpful information with the incoming officer.</p>
<p>What were some of your greatest successes in this term?</p>	<p>How do you hope to grow as both, a leader and an individual?</p>	<p>The outgoing officer shall pass over any necessary documents or info (e.g. passwords).</p>
<p>What opportunities are there to grow and improve in this role?</p>	<p>What obstacles do you imagine facing and how do you plan to overcome them?</p>	<p>The outgoing officer shall teach the incoming officer how to make changes to reservations, bank info, RSO Community page, etc.</p>
<p>What were some of the greatest lessons you learned?</p>	<p>What unique ideas will you bring to the position?</p>	<p>Officers shall discuss next steps for the incoming officer and their top priorities.</p>
<p>What insights or suggestions would you offer the incoming officer?</p>	<p>How do you hope to contribute to your RSO as a whole?</p>	<p>Outgoing officer shall discuss any other pertinent info about the RSO and the officer's role in it.</p>