



AASG Officer Transition

Position	
Outgoing Officer	
Outgoing Officer's Contact Information <i>Non-AASG contact info, to be used for follow-up questions; if willing to share.</i>	Email: Phone:
Outgoing Officer's Advisor <i>Former Steering Committee Member</i>	Name: Email:
Incoming Officer	
Incoming Officer's Term Dates	
Incoming Officer's Advisor <i>New Steering Committee Member</i>	
Date of Transition Meeting	

Role and Responsibilities

May be copied from bylaws.

Goals and Objectives

Outline the long term and short term goals of this position as well as how it fits into the future in AASG; provides a sense of what AASG is working towards.

Logistics

Provide logistical info: webmail/email password, possible technical issues/workarounds, and other access information for methods E-board members use for regular communications.

Resources

Define the staff, technological, and any other resources that will be available to the officer during their term. This could include the key contacts that the incoming officer will need to interact with regularly. It includes but is not limited to contact information for student government teachers, supervisors, staff members, and any external partners or stakeholders. It can also include links to presentations/handouts that Incoming officers should give throughout conferences.

Tips and Transition Notes from Outgoing Officer

Suggestions for a successful transition and term.

Questions from Incoming Officer

Remaining questions that can be addressed with AASG Executive Director, Steering Committee, Advisor, or other E-Board Members at the first meeting.

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