

# Making Smooth Transitions in Leadership

You can help build your club or district for future years by planning an effective officer transition for the next set of leaders. Once new officers are elected, there should be at least two more steps before the previous officers step back.

## Create a Binder

In order to effectively run your organization, you have to commit to documentation. If your club hasn't kept records in the past, this is a good place to start. Do your best to go back through the year and recreate the following items to be included in your binder. It will also be helpful to create an electronic binder with digital documents. Here are some suggested sections to include:

- Club or district bylaws
- Meeting agendas and minutes
- Sample annual budget
- Calendar of the year's activities
- Task List for officer position you hold
  - Weekly tasks
  - Specific tasks for each month of the year
- Ideas you weren't able to work on and ideas you tried that weren't successful
- Position-specific Contact List. Here is some information you may want to add:
  - Best method of communication for each contact (email or phone call)
  - Add a picture (if you have access to one) next to the individual's information
  - Description highlighting what this contact information was used for, whether it was service opportunities, advisors, donations, etc.
- Contact information of past officers and the tips they passed on from their year
- Contact information of district officers and relevant Kiwanis Family members
- Tips accumulated over your year



## Provide an Orientation

Set up a formal date and time to meet with your successor once they are elected. You'll be turning over the binder to them, along with any other records and answering any questions they may have. If this wasn't done for you when you became an officer, you may be creating a new tradition that will benefit your club or district for future years. If it was done for you, then you know how helpful it can be.

A great CKI club or district doesn't run itself. You are taking a brave and important step by holding a leadership role. Don't be afraid to step it up and make your new officer transition a really big deal... because it is!