

TRANSITION REPORT

for executives



STUDENT
LIFE

Clubs & Leadership
Development



GENERAL INFORMATION

Provide the following contact information for the next executive leader. This will be useful for the succeeding executive in case they need further help or want more detailed transition information.

Executive Position

Executive Term

Name

UofT Email

Phone Number



EXECUTIVE POSITION

Fill out the following information to help give the succeeding executive a sense of what they should expect in their position. This will also help them understand their role in the club.

Describe your executive position. What is your role within the executive team?

What are your main tasks for your executive position? Please use bullet points.

What was your weekly time commitment for the club?

What tasks did you do on a daily basis?

What tasks did you do on a weekly or bi-weekly basis?

What tasks did you do on a monthly basis?

To complete your tasks for the club, which executives did you work with? For which tasks, did you have to work with other executives?



COMPLETING EXECUTIVE TASKS AND RESOURCES

How did you complete tasks for your executive positions? What information is necessary to know? For example, did you have an organizational tool, did you have a template for planning events, did you have weekly/bi-weekly/monthly meetings with co-executives, etc.

What resources were helpful in your executive position? For example, did you use specific designing tools, what platform did you use to track finances, how did you send newsletters, etc.



SUCCESSSES AND CHALLENGES

What went well for you overall this year? For example, was there an aspect of your position that was well-done and executed, were you able to communicate efficiently, etc.

What was challenging for you this year? For example, were you unable to keep up with role demands, find an aspect of the position difficult, etc.



IMPROVEMENTS AND SUGGESTIONS

What would you suggest for the succeeding executive? Is there something you think should be improved in regard to your position? For example, clarify communication channels amongst the team, hold weekly meetings, etc.