# TRANSITION BINDER CHECKLIST

## The Must Haves
- Constitution (Mission & Purpose)
- Organizational Structure
- Job Descriptions
- Important Contacts (Internal & External: Faculty, Staff, Community, Alums)
- Outgoing Officer Permanent Contact Info
- Membership List (get this to Law Alumni as well)
- Speaker and Community Contact list
- Post Event Worksheet
- Past year and current year SOBA forms

## The Year in Review
- Vision Statement/Goals
- Spring/Summer/Fall Tasks/Timelines—Past year
- Spring/Summer/Fall Tasks/Timelines—Upcoming year

## The How To’s
- Money Matters: Budget/Finances
- Recruitment
- Communication Tools
- Meeting Agendas & Minutes
- Annual Events/Programs
- Leadership Selection Timeline & Materials

## The Words of Wisdom (for each position)
- What I Wish Someone Had Told Me
- What I Learned Along the Way
- What No One Else Will Tell You