

Example Incoming Leadership Team Checklist

- ☑ Share contact information (all incoming Chapter Leaders, outgoing Chapter Leaders, Chapter advisor)
- ☑ Set up a minimum of two handover meetings:
 - Outgoing Chapter Leaders (all) with incoming Chapter Leaders (all)
 - Outgoing officer (by role) with incoming officer (by role)
- ☑ Assume control/verify control of all Chapter banking accounts and budgets
- ☑ Review all Chapter founding documents, student organization paperwork, and budgets.
- ☑ Review all role-specific documents
- ☑ Inform SVA of the change in leadership by completing the Chapter Update Form
- ☑ Test and confirm all passwords and accounts
- ☑ Inventory all Chapter keys, pass cards, supplies and other equipment
- ☑ Initiate contact or follow up (email or meeting) with the Chapter advisor, the appropriate student life contact, the veterans resource center and/or SCO, and any other significant school or community contacts
- ☑ Confirm student organization status or application procedure for upcoming year
- ☑ Send an introductory email to all relevant lists (member lists, student veterans)
- ☑ Update and review/clean all social media accounts
- ☑ Set up a minimum of two initial leadership planning meeting (typically one in the Spring, and one at the beginning of the academic year). These meetings should, at some point, include the following:
 - Discuss expectations for SVA meeting types, frequency, locations and possible schedules
 - Review and update the status of any old/ongoing business
 - Confirm individual officer handovers and introductions are complete
 - Confirm division of labor for general operations (minutes, emails, agendas)
 - Review and discuss Chapter Strategic Plan as a group (if revisions needed, make a plan to do so at a later date)
 - Review and discuss Chapter Mission as a group (if revisions needed, make a plan to do so later)
 - Review and discuss Chapter by-laws (if revisions needed, make a plan to do so later)
 - Discuss individual and group priorities for upcoming year/brainstorm
 - Update/create master calendar for upcoming academic year
 - Review existing budget information and funding status as a group (if revisions needed, make a plan to do so later)