

# ESSEC ASIA-PACIFIC STUDENT CLUB TRANSITION HANDBOOK

JUNE 2020



# **SAMPLE TRANSITION BINDER OUTLINE**

*Below is a listing of information and documents that are recommended to include while building a transition binder. Depending on your club or organization you will need to adapt the following outline to suit your needs.*

## **1. Club History**

- a. Mission Statement
- b. When was the club/organization founded?
- c. Important Alumni Information

## **2. Club Contact Information**

- a. General club contact information
  - Facebook, Linked In, Twitter & Instagram information & password
  - General club email address & password
- b. Current Committee Members' contact information
- d. Previous Committee Members' contact information
- e. Other organizations / Community Liaisons:
  - List of agencies + contact info.
  - Funders (List of companies + contact info.)

## **3. Club Constitution or Rules & Regulations**

## **4. Calendar of Events – Recurring Events and Annual Events**

Notes on Recurring and Annual events with:

- a. Timeline of event
- b. Methods of publicity used, Media coverage and media contact information
- c. Important contacts (partnerships and/or sponsorships)
- d. Location information and contacts
- e. Budget for event
- f. Improvements to be made

## **5. Public Relations & Publicity**

- a. Newsletters
- b. Promotional/recruitment flyers (with hard copies ad soft copies)
- c. Methods of recruitment used
- d. Recent Press articles
- e. Pictures

## **6. Financial Overview**

- a. Current Budget
- b. Information on funding – Student Life/School Funds, Student/Cohort Funds, Sponsorships

## **7. Additional Information**

- a. Awards & Recognition
- b. Forms
- c. Templates

# TRANSITION OVERVIEW

*A successful leadership transition process should be carefully planned out. There are four key phases to a transition: Pre-Transition, Preparing for the Transition, Passing the Torch and Thinking Ahead.*

## Phase 1: Pre- Transition

The following should have already been accomplished:

- Elect your new Committee-hold elections early to have enough time for a successful transition!
- Finish all necessary correspondence (paperwork, emails, phone calls)
- Submit your budget request to Student Council & Campus Experience Manager
- Develop action plan and time---line for new officer transition

## Phase 2: Preparing for the Transition

Complete the following:

- Committee Contact information for new academic year
- Introduce all new Committee members to Student Council & Campus Experience Manager

**Preparing information for the incoming committee:**

- Invite the incoming Committee members to attend a meeting led by the exiting committee members- assists new members to understand their respective roles and responsibilities
- Organize files (paper & electronic) to ensure proper documentation
- Create a transition binder & give the incoming team a 'tour' of the binder.

## Phase 3: Passing the Torch

**Schedule Transition Meetings:**

- Ideally, the outgoing team should meet the incoming team online or offline & discuss
  - Review the goals & accomplishments of current year and Goals for next year
  - Past, current, and future issues and Handle unfinished or pressing business
  - Event Calendar
  - Financial status of club/organization
  - Review of constitution/Rules & Regulations
  - Break into one-one meetings for each position
- If time permits, hold a **transitions retreat** with the incoming Committee. Include some teambuilding activities to foster good working relationships and build a strong team. Outcomes of a retreat include:
  - Increase and foster open and honest communications, builds positive social relationships
  - Develop trust and mutual support and builds respect
  - Appreciation of everyone's different strength allows team to accomplish goals

## Phase 4: Thinking Ahead

Time flies! Plan ahead and think of the following items so that you are fully prepared for your new term!

- Introduce committee members to stakeholders i.e. school staff, Student Council & students
- Prepare for the Student Life Fair in September
- Update constitution, job descriptions to make sure that they accurately reflect the organization
- Informal meetings to encourage group bonding and support
- Update events calendar & Create timelines for events

# OUTGOING COMMITTEE'S TRANSITION DISCUSSION TOPICS

## Goals:

1. What were the goals, and how well did we do on each goal?
2. Which goals should be continued?
3. Which goals should be altered?
4. Which goals should be dropped?

## Programs and Activities:

1. What activities and programs did we sponsor?
2. How effective was each program?
3. Did we do any community service activities?
4. Were the programs and activities consistent with group goals?
5. Which activities should be continued and which should be dropped?

## Membership:

1. Do we currently have just enough, too few, or too many members (in light of the group's goals)?
2. How effective were our membership recruitment efforts, if any?
3. Are the members actively involved in the operation of the club (including decision making, planning, implementing, and evaluating)?
4. Are members enthusiastic about the activities and motivated to work towards the group goals?

## Committee Members and Organizational Structure:

1. Do Committee Members understand their responsibilities and roles within the organizational structure?
2. Did the Committee Members operate as a team or could cooperation between officers be improved?
3. Is the amount of time and effort required of each officer equal, or are some expected to work harder than others?
4. How would the general membership evaluate the effectiveness of the Committee Members? How would the Committee Members evaluate their effectiveness? What could be improved?

## Organizational Operation:

1. Was the budget managed properly?
2. Were meetings run effectively?
3. Was the frequency of meetings appropriate?
4. Do we experience scheduling conflicts with other groups or activities?

# INCOMING COMMITTEE QUESTIONNAIRE

List 3 reasons that made you want to run for this office and why:

- 1.
- 2.
- 3.

List 3 new ideas that you would like to implement for your position this year:

- 1.
- 2.
- 3.

List 3 important foreseeable problems in your position:

- 1.
- 2.
- 3.

List possible solutions to the above 3 problems:

- 1.
- 2.
- 3.

Please think through and respond to the following questions regarding your responsibilities. Think of this information as a to-do list- it will be very helpful to your successor.

1. Things specific to the position I want to know about (forms, duties, etc.)
2. Things I should do before the semester begins...
3. People (positions) that I should get to know...
4. Services that I need to know about...
5. Things I need to know about working with my advisor...
6. Other questions I wanted answered...

## COMMITTEE MEMBERS CONTACT SHEET

### Outgoing Committee

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Email ID : \_\_\_\_\_  
WhatsApp No : \_\_\_\_\_

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Email ID : \_\_\_\_\_  
WhatsApp No : \_\_\_\_\_

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Email ID : \_\_\_\_\_  
WhatsApp No : \_\_\_\_\_

### Incoming Committee

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Email ID : \_\_\_\_\_  
WhatsApp No : \_\_\_\_\_

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Email ID : \_\_\_\_\_  
WhatsApp No : \_\_\_\_\_

Name : \_\_\_\_\_  
Title : \_\_\_\_\_  
Email ID : \_\_\_\_\_  
WhatsApp No : \_\_\_\_\_

## HELPFUL ESSEC AP RESOURCES

### ESSEC AP Campus Experience

Name : Thanneermalai Lakshmanan  
Title : Senior Manager  
Email ID : lakshmanant@essec.edu  
WhatsApp No : +65 90 67 42 41  
Website : <https://myarrivalatessecap.weebly.com/student-life.html>

### ESSEC AP Events Calendar

<https://myarrivalatessecap.weebly.com/events-calendar.html>

### Student Life Documents (maintained by Campus Experience Manager)

<https://drive.google.com/drive/folders/1tNn36wXLlftuQfkxiugGyoTZqJV8sA?usp=sharing>

Documents include

1. Master File for Student Leaders
2. Event Registration Master
3. New Student Club Application Form
4. Activity Proposal Form
5. Student Funds Expense Request Form
6. Student Funds Expense Reimbursement Form

