

Transitioning SCLD Additional Club Resources

Transition Meeting

A meeting of the outgoing executive team and incoming executive team to ensure a smooth transition to maintain successful club operation

Objectives

- To create a reference guide for future executives including:
 - To Do lists
 - Important Dates
 - Resources
 - Contact List
 - Review of previous year
 - Goals for the future

Contents (to be discussed)

- Old Constitution and New Constitution
- Task List
 - Important dates - expiration and registration
 - Review the previous year (i.e. what worked, what didn't etc.
 - Discuss goals for the upcoming year (short term) and future (long term)
 - Contact list (e.g. vendors, external organization, students clubs and campus departments, etc.)
 - Passwords and Usernames for online activity
- Resources
 - Funding
 - Club Space
 - Benefits through YFS and SC&LD

Why Do you Need One?

- To maintain club success
- To continue to grow the vision
- To strengthen the new team of student leaders

What to Talk About

This is an important meeting to help your new executives understand what needs to be done in order to help promote a successful year to come. Be sure to go through the application processes, hand over keys and passwords and let them know that they do not have to do anything alone!

Getting Re-Ratified

- Make sure that your new executive understands the application requirements and deadlines.
- Encourage early completion of the ratification process to avoid the stress of it in September.
- Constitution Amendments
 - Review the Constitution with your new executive teams
 - The Constitution is a guideline of how to run the club
 - Make sure they understand all their duties and the duties of the other executives
 - Review conflict of interest, allegations of wrongdoing, quorum, objectives and any other sections you deem important
 - ** it is a good practice to review the entire Constitution annually to make sure it still aligns with the vision for the organization**
- Important Dates
 - Remind the new executive of important dates and deadlines that they should be aware of before the year starts
 - Club registration (SC&LD)
 - Club application becomes available in May and closes on September 30th
 - Clubs 101 Orientation session dates will be posted on the YUConnect News Section
 - Club status
 - Expires May 31st every year
 - Club Emails
 - Expires August 1st
- Registrations and Applications
 - Describe the process for registration with SC&LD and what documents they will need to renew the club
 - Show them where all the forms are found on the SCLD YUConnect page
 - Describe the process for registration with YFS and other bodies on campus
 - Make sure that your club has renewed its office space
 - All keys have to be given to the new executive team (if applicable)
- Documents
 - Make sure they know what documents are located on your page (YUConnect or storage [external hard drive or cloud])
 - Constitution, meeting minutes, etc.
 - Review the sample documents on the SCLD YUConnect page
 - **Review the sample election meeting minutes document as a template for how you should structure the election meeting minutes document you must submit as part of your SCLD renewal application**

Other Important Aspects

Aside from ratification, there are a few other items that should be discussed to help the club succeed.

- Financial Responsibility
 - Provide them with the receipts for any outstanding bills that may be carried over to the next year
 - Vendors
 - Rentals
 - SWAG
 - Advertising
 - Event costs
 - Etc.
- Resources
 - Discuss benefits and resources available to them throughout the year
 - SCLD
 - YFS (<http://www.yfsclubs.ca/clubresources>)
 - Colleges
 - Affiliated Academic departments
 - Student Centre (<http://yusc.ca/>)
- Club Accounts
 - Provide them with access (i.e. passwords and account information) to all social media and any emails or cloud storage associated with the club
 - Clean up your social media, club website, YUConnect, delete old tabling permits, banner permits, etc. update contact information and refresh roster with new team information (e.g. on YUConnect page)
- Maintaining your Network
 - It is important to maintain contacts
 - Contact the vendors you may have worked with last year, introduce new executive and thank them for all the services they have provided for the club in previous years.
 - Maintain contact with departments/student organization that you have collaborated with in the past
- Supporting the New Team
 - Offer to provide ongoing support for the incoming executive team (i.e. advisory role)
 - One-on-one transition meetings
 - Each outgoing executive can meet with the incoming executive for that position
 - Discuss what worked and what didn't in the previous year
 - Provide suggestions for what might be some next steps the new executive could take to make the club even more successful
 - **Don't forget to celebrate the past year, congratulate the new team and wish them all good luck in the new year**
- Revisit your Mission and Vision

- Read through your Mission and Vision statements together, be sure to discuss
 - How they were met
 - What worked?
 - What didn't?

Conclusion and Quiz

The transition meeting is an important part of ensuring that your incoming executives understand what needs to be done to move forward.

Be sure to provide them with any and all necessary information they will need to help have another successful year.

Thank you for taking the time to view this workshop. We hope that the ideas presented here are useful to you and your organization. Please do not forget to complete the quiz.

Quiz

- Complete the following to show what you know and to document your participation in this workshop: <https://goo.gl/forms/tZxdi8vBWcPTKplH2>

Thanks for participating!