OFFICER NOTEBOOK CONTENTS

Each officer should have (or develop) a notebook containing important materials and documents for his/her leadership position. Documents and resource materials used often should be kept handy in the notebook. Outgoing officers should take the time to file important historical documents. They should also clean out and/or replace other recourses for the officer notebook. This is a quick checklist of notebook contents and can be copied for each officer’s notebook.

To the Outgoing Officer
This may be the most difficult work in your transition process. If your notebook is cleaned out and organized, it will make everything else run smoother. This checklist must be completed by _________________ (date) and the notebook is due to your successor by ________________ (date). Please get this information in order now.

Tab 1: Governance

____ Constitution
____ Bylaws
____ Officer job description
____ Other: (Please list)

Tab 2: Agendas/Minutes

____ Committee reports
____ Other: (Please list)

Tab 3: Directories

____ Officer Team addresses/phone numbers
____ Member’s addresses/phone numbers
____ Advisor’s addresses/phone numbers
____ Outgoing officer’s directory
____ Emergency phone numbers
____ University directory
____ Other: (Please list)
Tab 4: Resources

- Campus Regulations booklet
- All current forms pertinent to the office
- Event Planning handouts
- Scheduling and Publicity Policies brochure
- Other: (Please list)

Tab 5: Calendar

- Accurate records of activities over the past year (i.e. contracts, dates of events, successes, challenges, PRCs, RPPs, etc.)
- Activity calendar of the past year
- Current calendar of major University events
- Blank calendar for future planning
- Other: (Please list)