

# CHAPTER LEADERSHIP TRANSITION

**Congratulations on being elected to your chapters executive board! You have taken the first step in the unique opportunity of serving your chapter and your community as a chapter executive officer. Below we have compiled a list of important things that should be accomplished by your chapter's leadership to aid in a smooth transition with within your chapter, your council, and with the Fraternity and Sorority Life office.**

## **After being elected:**

- All executive board members should set up on-going meetings with the out-going executives to learn about their new roles and to transition information
- Create a calendar about events/jobs that will be coming up immediately after the official transition
- Receive transition documents from the outgoing officer
- Chapter president (incoming and outgoing) schedule time with the FSL Coordinator for a transition meeting

## **Before taking office officially:**

- Update your officers using the [Chapter Officer Update form on PurplePost](#)
- Update any roles/permissions with your headquarter staff
- Update any roles/permissions with any other systems your chapter uses (Social media accounts/pages, finance systems, ChapterBuilder, CampusDirector, etc.)
- Make sure to update all contracts or accounts with the proper new officer's information (banking, utilities, etc.)

## **After taking office:**

- All chapter presidents will meet monthly 1:1 with the FSL Coordinator
- Build a relationship with the FSL Coordinator, FSL Grad Staff, council officers, other chapter presidents
- Schedule beginning of semester meeting with FSL Coordinator
- Attend event registration training with the FSL GA
- Ask any & all questions you may need

ANY QUESTIONS?  
EMAIL THE FSL COORDINATOR

FSL COORDINATOR- TAYLOR ZEIGLER- TL-ZEIGLER@WIU.EDU