



Non-Law Student Organization Incoming President Worksheet

Incoming Student Organization Presidents should complete this worksheet before meeting with the outgoing President for their role. This worksheet is intended to be helpful and generate questions about how to do your job successfully.

1. In my own words, the mission of the organization is the following:
2. Why did I want this role? What skills or experiences do I want to gain?
3. What position-specific things do I need to know about (e.g. forms, meetings, reports, timelines, events, duties, etc.)? Generate a list to ask the outgoing officer about.
4. List the tasks you think you should do in the next month. Ask the outgoing officer if there is anything you should add to your list.
5. Generate a list of people you think you should get to know to serve as helpful resources.
6. What will my self-care plan be?
7. How will I ensure I am organized and stay on-top of my personal obligations as well as the organization?
8. What am I most nervous about? What questions could I ask the outgoing officer to ease these nerves?
9. What expectations do I have for myself in this position? Ask the outgoing officer if these are reasonable expectations or if they have anything to add.
10. What expectations do I have for the rest of the officer board?
11. What expectations do you believe others have of you and the rest of the incoming officer board?