



REGENT UNIVERSITY
OFFICE OF STUDENT
ACTIVITIES & LEADERSHIP

Non-Law Student Organization Outgoing President Worksheet

Completing this worksheet will help ensure the new incoming Student Organization President achieve success in the role. Consider what you would have liked to know as you transitioned into this role. Going over your answers together will provide an opportunity for the new President to ask questions!

1. In my own words, the major responsibilities of this role are...
2. If I had to divide my responsibilities into a pie chart, it would look like...
3. The most valuable thing(s) I learned about being effective in my role were....
4. Obstacles to completing my position effectively were...
5. Something I tried that did not work and why...
6. Things that helped me better handle the responsibilities of my position were...
7. Things I wish I would have known before taking this officer position were...
8. The greatest responsibility of this position is...
9. How has this position had a meaningful impact on the organization?
10. If I had another year in the position, I would prioritize....
11. When I needed help, my resources were.
12. Did all board positions work? Were all necessary or were some lacking? If so, which ones and why?
13. How I handled conflict (good and bad)
14. Words of encouragement for the new president.