Incoming Officer Survey

Name:

Position:

Date Assuming Office:

1. What made you want to run for this office? Why?

2. What are three new ideas you would like to implement?

3. Can you foresee any problems during your time in this leadership position? What solutions can you suggest?

4. Who would you go to if you had concerns about members of the leadership? An event?

5. What goals or events from last year would you like to continue? How can you improve these goals or programs?

6. What specific kinds of material do you think you need to have transferred to you?
Outgoing Officer Survey

Name:

Position:

Date Assuming Office:

1. What are your main areas of responsibility in this position (weekly, monthly, and overall)?
   Who are your primary contacts (advisor, other students, external organizations, etc.)?

2. Is there any unfinished business that you need to complete? If yes, please list it below and provide information about what the incoming officer needs to know (contact people, resources, project timeline, etc.).

3. What kinds of materials do you have to pass along (binders, files, notes, etc.)? These should be organized and prepared for the next officer.

4. What have your accomplishments been? What has been the most challenging? What kinds of things do you wish you could have changed about your term in office?