# Purpose and Mission of [Organization/Position Name]:

Just a short synopsis that will tell your successor the overall purpose of your organization and the niche area of pharmacy that your organization fills within our college and at the national

level.

# Faculty Advisor of [Organization/Position Name]:

*Provide the name and contact information of your organization’s faculty advisor.* ***This section is only applicable to Organization/SGA Presidents.***

# [Presidential/Officer/Senatorial/Chair] Responsibilities of [Organization Name]:

Broad overview of the roles and responsibility you took on during your term in this position.

Attempt to go beyond what is included within the SGA Officer Contract to ensure that your

*successor has a clear expectation of the tasks that they should be prepared to take on in their terms. A short introductory statement with bulleted responsibilities is ideal!* ***Be sure to think back to events you had to attend or responsibilities that had to be completed over the Summer/Winter breaks!***

# Officers of [Organization Name] and their Responsibilities:

Provide a list of each officer position and their roles/duties within your organization. This list allows incoming leaders to have a clear expectation of what each of the duties of each of their officers so they do not become overwhelmed attempting to do the work of others. This list can also include initiative chairs, or they can be put into a separate category. Simply providing officer titles and bulleted responsibilities is ideal! **This section is only applicable to Organization/SGA Presidents!**

# Transition Materials for [Organization/Position Name]:

Provide a detailed list of materials/resources that you have left behind for your successor and how they can be accessed. This does not have to be an all-inclusive list, however, it should provide guidance to new leaders on what previous meeting slides, advertisements, flyers, etc.

*have looked like which gives them a starting point for creating their own materials. Providing a link taking them to a Google Drive or other storage platform is recommended for continuity of materials.* ***Be sure to include the process to transition ownership bank account, CashApp, Blackboard, and other essential resources are included in this section!***

# Social Events Hosted or Contributed to by [Organization/Positions Name]:

Please provide a list of any events your organization has hosted during your term or popular events prior to your term that have not been held this year. For each event, include a brief

description, whether it was for all students or just your organization, how often the event is held, if it was a joint event with another organization, and the amount of time it took to plan. Bullets

listed with sub-bullets are appropriate!

# Philanthropic Events Hosted or Contributed to by [Organization/Position Name]:

Please provide of service events/drives that your organization hosted during your term or popular events prior to your term that have not been held this year. For each event, include a

brief description, whether it was for all students or just your organization, how often the event is held, if it was a joint event with another organization, and the amount of time it took to plan.

*Bullets listed with sub-bullets are appropriate!* ***Please note if you had issues with attendance for these events!***

# Fundraising Items and Events Hosted by [Organization Name]:

Provide a list of fundraising items/events that were conducted by your organization during your term. Be sure to include the vendor you utilized, the turnout of the fundraiser and pointers for improving the fundraiser in future years. Additionally, you could provide the revenues/costs associated with each fundraiser to allow your successor to make an informed judgment on

*whether or not they want to sell the items.* ***This section is only applicable to Organization/Class/SGA Presidents and Mentor Program Chairs!***

# Election Processes and Producers for [Organization Name]:

Provide a detailed outline of how your organization hosted their elections, what positions are up for election, the election timeline, and when you hold your elections each year! This will help your successor to develop the election when their term nears its end and maintains consistency between organization administrations. **This section is only applicable to Organization/SGA**

***Presidents!***

# National Resources for [Organization Name]:

Assuming your organization has a national chapter or liaison, please use this section to identify these contacts, their information, and relation to your organization. Additionally, please provide information regarding the duties required of your national chapter for each year. **This section is only applicable to Organization Presidents!**

***(Optional)* Additional Information:**

This section is what you make it and is recommended to complete to provide insight to what the great successes and missteps of your term were. List the information you wish you knew stepping into your role. Be as candid as possible, while still remaining professional.

***(Optional)* Contact Information:**

Providing your contact information will allow future leaders in your role to reach out for advice or questions regarding your term in your position. This is entirely optional and is available for

those who are comfortable having students reach out in the years to come.