

Seminole Club Leadership Transition Checklist

To ensure your Seminole Club has a smooth leadership transition and is in the best position for positive growth, provide ample information to your replacement. Use the following checklist to help new leadership be as prepared as possible.

- Give a copy of the Seminole Clubs handbook and your club bylaws
- Create a contact list of board members and their role within the club
- Share board meeting minutes and previous reporting documents
- Share goals and objectives from last year
- Create a status report of ongoing projects
- Share important dates and deadlines as defined by the Alumni Association
- Share any constituent data the club uses (mailing lists, phone numbers, email, etc.)
- Turn over all financials books and records
- Change name on any bank accounts and ATM cards
- Update website, social media and email accounts
- Provide a password list to all accounts
- Introduce your replacement to key resource people
- Provide a list of vendors and how to best reach them
- Share your knowledge on what you learned during your time as a club leader
- Inform FSU Alumni Association staff of the transition as soon as possible

Our mailbox number is _____

Our board meetings have occurred _____

Our Game Watching Party venues have been

Our FSU Alumni Association staff contact is _____

Our website is _____

Our social media accounts are

