

# Alpha Phi Omega

## OFFICER TRANSITION PROGRAM

Dear [Faculty Advisor],

Thank you for volunteering your time to assist our chapters' Officer Transition Program. Your participation will have the benefit of allowing you to become further acquainted with chapter members, their traditional issues, projects and events, the accomplishments of officers from the previous term, as well as the goals and concerns of newly elected chapter officers. Conversely, the chapter will also benefit from developing a closer working relationship with you as an advisor.

Your role will be to serve as a discussion group facilitator, prompting feedback from the chapters' outgoing and newly elected officers. In the script format that follows, you will see questions that may be posed rhetorically, allowing the chapter members to discuss responses with you and among themselves in order to highlight achievement, point out possible obstacles to attainment of goals, and initiate long-term planning.

Thank you again for your involvement.

In Brotherhood. . .

<b>Action</b>	<b>Questions/Dialogue</b>
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Presentation Length:

Approximately 1 hour

Purpose:

Provide a forum for advisors and chapter officers to become better acquainted, and to discuss resources applicable to the attainment of officers' goals.

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Materials / Preparation:

A room or space large enough to accommodate all past term and new officers. With good turnout and a large chapter, this could mean space for 30 or more. Also, the space will need either a blackboard or a flip chart to document your discussion topics. Other helpful items to have on hand include the constitution and by-laws for your chapter, an Advisor's Handbook, and Leadership Series handbooks for each chapter office. These are available from your chapter or from the Alpha Phi Omega National Office.

General:

Feel free to modify the script dialogue to suit your style of conversation. However, please follow the general topic format and sequence.

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*Introduction:*

“Thank you all for attending our meeting. For those who have not met me, my name is \_\_\_\_\_. As one of your faculty advisors, I have been asked to serve as a facilitator for discussing the topic of officer transition. So that I may be better acquainted with you and your respective positions, please take a moment to introduce yourself and state your current or new office.”

### **Part 1: Group Discussion of Accomplishments, Goals, and General Concerns**

*Small group discussion:  
Ask participants to form groups according to office type.*

“To start things off, I'd like to have all of you group together in a larger circle, but locate yourselves among your fellow officers — for example, past and new Presidents together etc.”

“At this point, take 15 minutes to discuss and write down 10 accomplishments, goals or concerns related to your completed or pending term of office.” (See questions in next section)

*Questions for outgoing officers:  
Present these questions with those for new officers to allow sharing of ideas and concerns.*

“As you discuss the goals or concerns related to your office, keep the following questions in mind. . .”

- Through the course of your term in office, what were your primary accomplishments?
- What resources did you use to complete your goals, and what obstacles if any did you encounter?
- What might you do differently?

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<i>Questions for new officers:</i>	<p>What do you intend to accomplish in the coming term?</p> <p>What resources or tools will you use to achieve your goals?</p> <p>What concerns or questions do you have?</p>
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<i>Document and discuss responses with whole group. Use to note recurring questions/themes.</i>	<p>“Now that you’ve discussed some of your accomplishments and questions, let’s have someone document them on the board so we can all share what has and has not worked, and discuss concerns for the officers.”</p>
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**Part 2: Focus on Leadership Resources**

<i>Small group discussion of Leadership Resources:</i>	<p>“We’ve discussed your many achievements, and the future aspirations of new officers. Going back to the discussion groups for each office, let’s do the same thing for resources used to facilitate attainment of our goals. Let’s determine what our resources are, and also give some consideration to the benefits or limitations of those resources. After spending 15 minutes brainstorming about our available resources, I’ll ask you to share your conclusions with the group.”</p>
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*Response & discussion with the whole group:*

“O.K., now let’s discuss your conclusion about resources that an officer might use in the course of planning and executing a project or event. What tools are at your disposal?”

Look for some of the following responses:  
*When given, write these responses on the blackboard or flip chart for more in-depth discussion on benefits or limitations of each.*

- I. Faculty, Community and Alumni Advisors
- II. Sectional Staff
- III. Regional Staff
- IV. National Office Staff
- V. National Leadership Series
- VI. Officer Notebook and Job Descriptions
- VII. Chapter Constitution and Bylaws
- VIII. General Communication and Record Keeping for Projects/Events

*Prompts for further discussion:*

What about...? (Prompt discussion of above items not mentioned in feedback.)

To what extent have you used these resources in the past?

What are their functions or roles?

In what ways might your office utilize these resources more effectively?

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### **Part 3: Conclusion and Informal Discussion of Role of Advisors**

*Closing discussion and summary of topics covered:*

“Thank you for attending. Hopefully our discussion has provided further insight into the people and documents you may call upon to assist in the successful execution of your chapter programs.”

*(At this time, you may wish to review what the chapter expects of you, and what you are able to provide as an advisor, discussing such things as your availability, office hours, etc.)*

*Possible topics for more detailed discussion of your role as an advisor.*

How involved should I get in discussion of chapter issues? Should my role as an advisor be active or passive?

Should I serve as a liaison to campus administrators or other staff? Which ones?

Should I attend chapter meetings, projects or other events? How many? Which ones?