



COUNCIL OF CHAPTER LEADERS



CHAPTER LEADERSHIP TRANSITION GUIDE

LEADERSHIP TRANSITION PLAN



- Smooth leadership transitions = consistent success
- Protects chapter legacy and mission
- Builds confidence in incoming leaders
- Reduces burnout



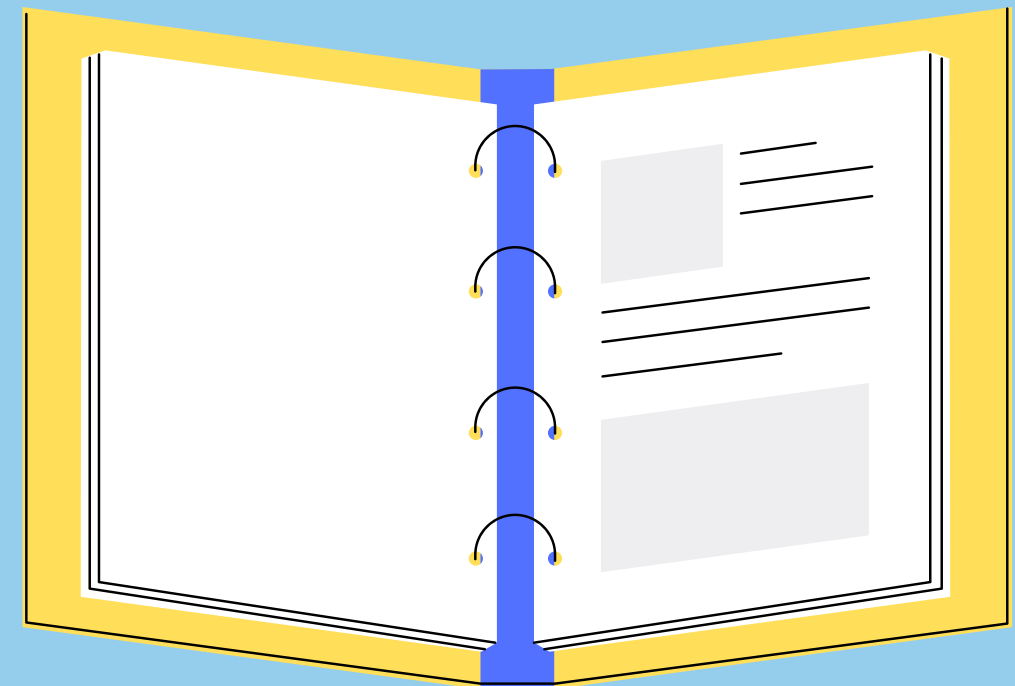


START EARLY: SUCCESSION PLANNING

- Identify potential future leaders early (new students, committee chairs, engaged members)
 - Make an introduction at your new student orientation
- Mentor them gradually
- Offer leadership opportunities

CLEAR ROLES AND RESPONSIBILITIES

- **Written officer job descriptions (not just titles)**
- **Create an organized transition binder or shared Google Drive with:**
 - **Role description**
 - **Monthly duties**
 - **Important contacts**
 - **Event planning templates**
 - **Chapter calendar**



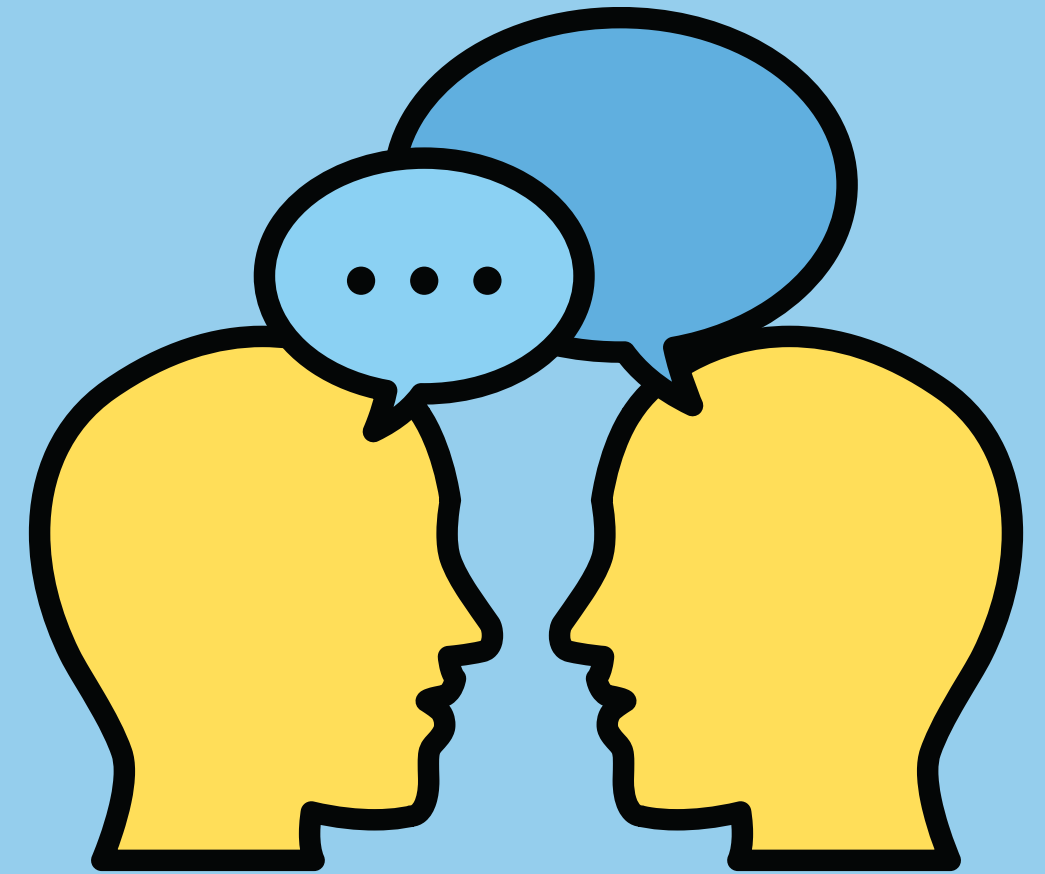
ACTIVE MEMBERSHIP

- **Outgoing officers should:**
 - Start with shadowing
 - Meet 1:1 with incoming officers
 - Be available for Q&A during the transition period

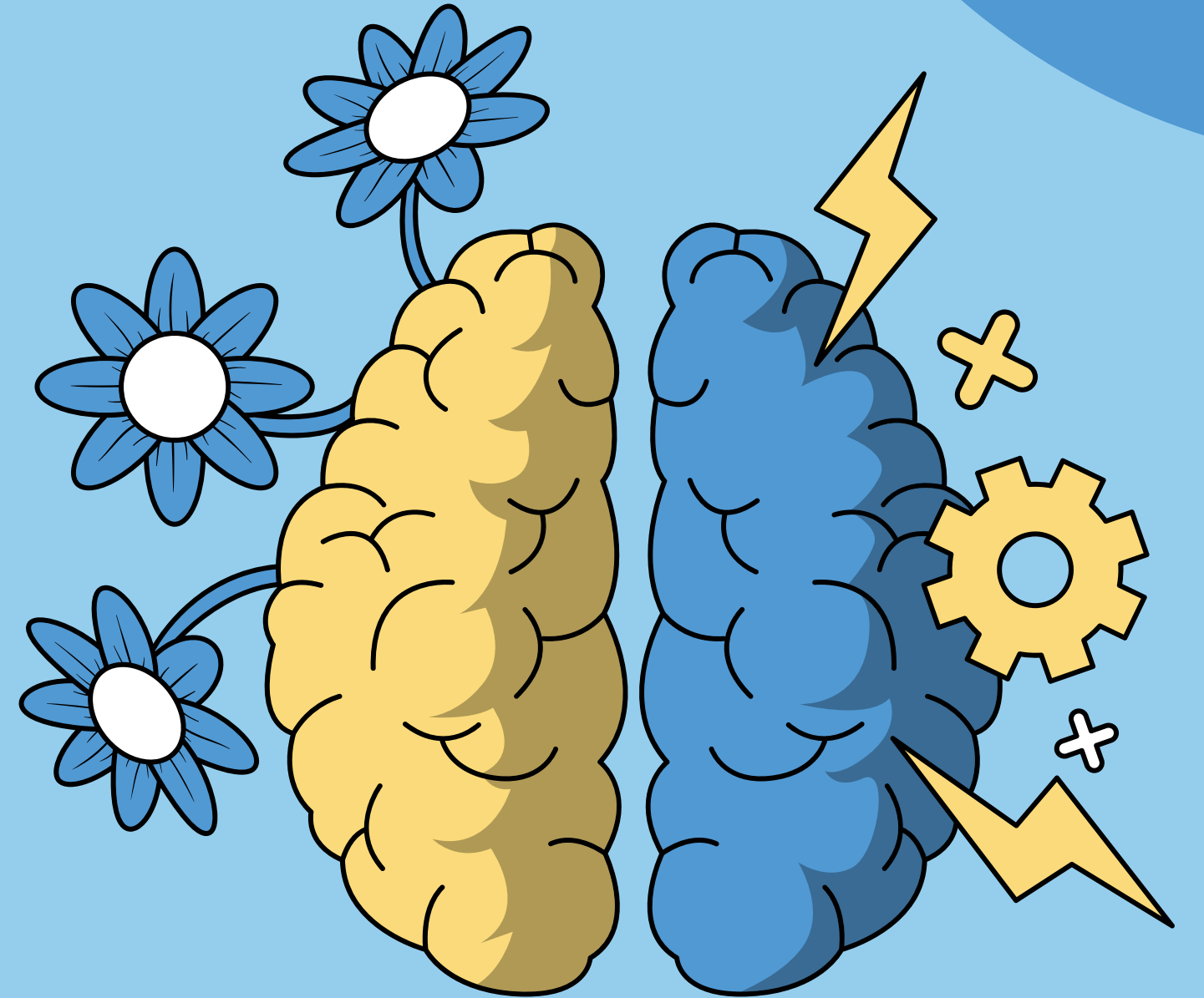


COMMUNICATION IS KEY!

- Share regular updates with the team
- Hold board meetings consistently (even casual check-ins!)
- Create a culture where it's safe to ask questions and admit struggles



Lessons
Learned:
**What Did You
Wish You
Knew As A
New Leader?**



FINAL TAKEAWAYS

- **Start early**
- **Document everything**
- **Support and mentor incoming leaders**
- **Communicate consistently**
- **Celebrate the journey!**

**I have a
template of a
Leadership
Transition
Guide for you!!**

Q & A

How does your chapter approach leadership transitions?

What strategies or tools have worked well?

What didn't work or felt confusing or unhelpful?

Any advice you'd give to incoming leaders?



Announcements



THANK YOU

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