Officer Binder Contents

Each Officer should have (or develop) a binder containing important materials and documents for his/her leadership position. Documents and resources materials used often should be kept in a handy notebook. Outgoing officers should take time to file important historical documents. They should also clean out and/or replace other resources for the officer notebook. This is a quick check list of binder contents and can be copied for each officer’s notebook.

To the outgoing officer:
This may be the most difficult work in your transition process. If your binder is cleaned out and organized, it will make everything else run smoother. This checklist must be completed by _______ and the binder is due to your successor by ___________ (date). Please get this information in order:

Tab 1: Governance

- Constitution
- By-laws
- Organization policies
- Standing Rules
- University code of conduct
- Officer job description
- Officer/committee structure and flow chart
- Other: ____________________________

Tab 2: Agenda & Minutes

- Committee reports
- Other: ______________________________

Tab 3: Directories

- Officer team addresses/phone numbers
- Member’s addresses/phone numbers
- Advisor’s addresses/phone numbers
- Outgoing officer’s directory
- University directories
- Other: ______________________________

Tab 4: Resources

- SOAC (Student Organization Advisory Committee)
- University handbook
- All current forms pertinent to the officer
- Crisis management procedures
- End of semester report
- Other: ______________________________

Tab 5: Calendar

- Accurate records of activities over the past year
- This will include: contacts, successes/challenges, etc.
- Activity calendar of the past year
- Current calendar of major University events
- Blank calendar for future planning
- Other: ______________________________

Outgoing officer’s signature ______________________________________________  Date _______________

Incoming officer’s signature ______________________________________________  Date _______________