

## Outgoing Officer Evaluation

Name of Outgoing Officer: \_\_\_\_\_  
 Office: \_\_\_\_\_  
 Email: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Best time to contact: \_\_\_\_\_  
 Date: \_\_\_\_\_

From the By-Laws, state your major responsibilities

Please complete this chart of important contacts

Name/position	Email	Phone number	Why is this person an important contact?

List three things during your term in office that were considered most important

- 1.
- 2.
- 3.

List three successes/accomplishments that you achieved in your position

- 1.
- 2.
- 3.

List three things you wish you had done during your term

- 1.
- 2.
- 3.

List three important "pieces of advice" for the new officer

- 1.
- 2.
- 3.

List any outstanding items that still need completion prior to your leaving office

Incoming Officer Evaluation

Name of Incoming Officer: \_\_\_\_\_  
Office: \_\_\_\_\_  
Email \_\_\_\_\_  
Phone \_\_\_\_\_  
Best time to contact: \_\_\_\_\_  
Date \_\_\_\_\_

From the By-Laws, state your major responsibilities

Please complete this chart of important contacts

Name/position	Email	Phone number	Why is this person an important contact?

List three things that made you run for office and why?

- 1.
- 2.
- 3.

List three ideas you'd like to implement and why:

- 1.
- 2.
- 3.

List three foreseeable problems and how you might address them

- 1.
- 2.
- 3.