



Name of Outgoing Officer: _____

Office: _____

Date: _____

Email: _____

Cell Phone: _____

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

- 1.
- 2.
- 3.

List three things you wish you could have accomplished during your term in office:

- 1.
- 2.
- 3.

List three important “pieces of advice” for the incoming officer:

- 1.
- 2.
- 3.

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

As outgoing _____ (office title), I, _____, promise to assist the newly elected officer in any way I can and will attend all transition meetings and retreats.

Outgoing Officer Signature

Date