



## Managing Leadership Transitions

As you leave your leadership position, it is important to prepare your successor. The success of your student organization depends on it! Transitioning in new leaders is a daunting task that can be overwhelming, but we hope these tips will assist you in this endeavor.

### **Mentor Your Successor**

Identify your replacement as early as possible. Ideally, you should be looking for your successor beginning the day you get elected. Once you have identified a candidate, take them under your wing and show them the ropes. Tell them what the job entails and show them how to fulfill tasks. Show them around the Google Drive. Introduce them to key people, like your advisor, Protect Life Michigan's staff, local pro-life organizations, and individuals in the student organization office on campus. Share tasks with them and give them feedback on their efforts. New leaders are more likely to succeed and less likely to become overwhelmed when they have been mentored by their predecessor. **Your successor should shadow you for at least one month before taking over the position.**

### **Prepare Their Binder**

Each officer for your group should have a binder containing important information for their role. Each binder should include a constitution, bylaws, mission statement, contact information of other officers, and passwords for accounts. A log of meetings, events, and locations of meetings are also helpful.

Once you've assembled a binder for your successor, go through it with her. Take time to explain each responsibility and procedure. Answer questions and agree to track down any additional information the new officer may need.

### **Connect with Protect Life Michigan**

A group is at high risk of shutting down during leadership transitions. In order to make this process as smooth as possible, reach out to Protect Life Michigan for support. Our

primary responsibility is to prepare these students to lead their group effectively. We can work one-on-one with them to make sure they are maximizing their leadership potential.

### **Attend the Protect Life Michigan Leadership Retreat**

Each summer, Protect Life Michigan invites every elected officer to join us for a weekend of leadership training for the upcoming school year. This event not only helps students identify and develop their leadership skills, but also helps them brainstorm and plan for the upcoming school year. It is an educational, motivational way to acclimate new officers for their work on campus.

*For more resources, visit [www.protectlifemi.org](http://www.protectlifemi.org)*