**Recommended Transition Process**

It is mandatory that all Incoming/Outgoing Board members attend all board meetings from the point of the Nomination Process being completed (which occurs after the Board slate has been approved by March 1st) through end of the current fiscal year. The incoming board shadows the current board members while observing and/or learning management styles. If you are continuing in your same position and you are not transitioning someone new, then this does not apply to you.  During the Transition Process helpful hints or key advice are shared for example advice that was given to the current board members that was helpful or information that wasn’t shared that would have made their job on the board easier.

**TRANSITION MEETING – SEPARATE FROM A BOARD MEETING AND PRIOR TO ANNUAL RETREAT**

This meeting MUST take place, along with a board orientation. This opportunity for the sharing of Best Practices results in everyone meeting as a team and ensuring a seamless transition. During the Transition Meeting any files or documents that your successor needs will be handed over.

Prior to the meeting everyone should have their position description, leadership handbook, and org chart (important for understanding how the work-teams function and flow together).

Typically this transition meeting includes:

* Ice breaker
* Board 101 – webinar scheduled by MPI Global – mandatory
* Position description for new board member’s role
* Position description for current board member’s new role
* Leadership handbook/transfer of Information sheet
* Org Chart – important for understanding how the work functions and flows together; who to contact when
* Robert’s Rules of Order (protocol, motions, voting, etc.)
* Copy and status of current chapter business plan (explain metrics), budget, 18-month calendar, Chapter Bylaws and Policies & Procedures
* Retreat dates for the year (mandatory attendance, along with WEC & CBS, if possible)
* Available resources (Chapter Leader Resource Page/CLRP; Chapter Business Manager/CBM)
* Board reports
* Responsibilities of board members as a whole
* Committee roster
* Board ethics, conflict of interest, etc.
* Leadership Training
* Check Request Procedures and Check Request Form

**KEY BUSINESS DOCUMENTS TO BE REVIEWED DURING TRANSITION MEETING:**

**BUDGET**

Review the preliminary budget for the upcoming fiscal year and be prepared to make adjustments to the business plan and/or the budget based on the team presentations that will occur at retreat.  Remember, it is the outgoing board that will vote on the budget for the coming fiscal year!

**ATTENTION INCOMING VP'S/EXECUTIVE *COMMITTEE****:* Your departmental team completes the business plan template specific to your team utilizing the content from the current business plan.   Your team is responsible for preparing the presentation(s) that will outline your strategies for the next year.  This is the information that will be incorporated into the new fiscal year Business Plan. ***This is done with both the outgoing board and incoming board!***

**Business Plan Retreat Pre-Work:**

1. Review the current business plan
2. Find every objective/action in the plan that has your position’s title on it
3. Determine if anything needs to be changed as it is written
4. Determine if you need to add any new objectives or actions to this metric
5. Determine which metric the objective applies (Metric 1, 2, 3, 4 or 5) and place under that metric
6. Bring a copy of your work to the retreat where, as a group, the upcoming year’s chapter business plan is finalized as presentations are made.

**18 MONTH CHAPTER CALENDAR**

This is a document that MPI requires in order to have an overview of the chapter’s long term schedule.  While 18 months out is an ambitious undertaking and isn't always possible, do your best and come to the retreat prepared to discuss the calendar. An 18-month calendar also assists the incoming board with a head start on their year showing dates (months) topics only.

A healthy transition of board members, allows the experienced board member to assist the newer board members in building the best goals for the department, and most importantly, creates ownership of the board members in setting objectives, coming to the retreat prepared and fully briefed.

**As part of this transition, the next year’s team goals should be established by BOTH THE OUTGOING AND INCOMING BOARD MEMBERS –** discussing the projected goals and building a draft of action items completed before the annual retreat will allow the new board to start the year with only minor adjustments as determined during the retreat.