

Facet and Committee Transition Process



Linked in Friendship, Connected in Service
Columbia (MD) Chapter

Transition Timeline



- Develop a list of transition activities
 - Identify transition activities
 - Develop start and end dates for those activities
 - Identify point of contact for each activity
 - Identify the activity deliverable and media

Transition Checklist



- Operations
 - Document the meeting day, time and location
 - Document the Standard Meeting Agenda
 - Document Key Relationships
 - Who have you been working with both internally and externally
 - What you have been doing with them
 - Goals, Objectives, Plans
 - Set up Standard File Folder (thumb drive, other storage media)
 - Meeting Agendas
 - Meeting Minutes
 - Briefing and Presentations
 - Facet/Committee Strategy
 - Miscellaneous
 - Set up a Transition Meeting to Review all of the above
 - This may be one or more meetings, depending on what you and your successor decide
 - Provide any online account information such as system log in information, permissions, etc.

Key Transition Questions



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- As you look back on the last __3__ years, what have been the significant accomplishments of this facet/committee?
- What are the three most significant achievements of this Facet/Committee?
- If you had the power to change two things that would improve this Facet/Committee effectiveness, what would they be? Why?
- What barriers or inhibitors that you have encountered while leading this Facet/Committee?
- What one piece of advice would you give the new Facet/Committee Chair to enable her to be successful?
- Are you ready to transition in April 2019?
 - ❖ Strategic goals developed for beyond 2019 using Service Delivery Model?
 - ❖ Facet/Committee minutes and processes documented?