

**DIRECTOR & OFFICER TRANSITIONS**

**PURPOSE**

These policies and procedures describe what happens when directors and officers take or leave office. A seamless transition of leadership helps new directors and officers function effectively as quickly as possible, in order to minimize confusion, build a strong leadership team, and ensure continuity of the club’s services to the community.

**POLICIES**

1. Outgoing directors and officers must turn in all club keys and director books.
2. Signature cards for bank accounts and safety deposit box must be executed by the appropriate new officers within two weeks of their election.
3. The GCC will provide information before the election to inform director candidates about the roles and responsibilities of the board of directors. The GCC will also provide information after the election to assist newly elected directors and officers to learn their job duties.
4. Newly elected directors and officers will read their job descriptions and perform those duties.

**PROCEDURES**

1. **Before annual elections**, the following activities are done:

<b>WHAT</b>	<b>WHEN</b>	<b>WHO</b>
a. Give out information package with director and officer job descriptions, ORS 65.357, and a questionnaire about experience, skills, and goals	When member expresses interest in running for the board	Board Candidate committee, to all director candidates
b. Remind to bring handbooks and keys to Feb meeting	January board meeting	Secretary, to all directors for books, to directors with expiring terms for keys

2. **The evening of elections**, the following activities are done:

<b>WHAT</b>	<b>WHEN</b>	<b>WHO</b>
c. Turn in directors’ handbooks	On or before election night	All directors, to handbook coordinator; passes back to new and continuing directors
d. Turn in building keys	Election night	Outgoing directors, to VP
e. Turn in safe deposit box keys	Election night	Outgoing Secretary and/or President, to VP; reissues to new Secretary and/or President
f. Turn in PO box keys	Election night	Outgoing Secretary, Treasurer, and/or President, to VP; reissues to new Secretary, Treasurer, and/or President
g. Turn in filing cabinet keys	Election night	Outgoing Secretary, Treasurer, and/or President, to VP; reissues to new Secretary, Treasurer, and/or President

h. Provide contact information	After election is over	New directors, to outgoing Secretary
i. Give transition assignments (Attachment 1)	After election is over	Outgoing or continuing Secretary, to all officers & directors

3. **Within 2 weeks after elections**, the following activities take place:

<b>WHAT</b>	<b>WHEN</b>	<b>WHO</b>
j. Update website with directors' and officers' names and contact info.	Within 2 days of election	Webmaster
k. Update club bulletin board with directors' and officer's names and contact information	Within 2 days of election	Outgoing Secretary
l. Arrange who will pick up mail	Within 2 days of election	Secretary & Treasurer, if either is new
m. File election materials. <sup>1</sup>	Within 2 wks of election	Outgoing Secretary
n. Contact bank to determine requirements for changing signature cards; prepare necessary document(s)	Within 2 wks of election	Outgoing Secretary, if either President, Secretary, or Treasurer are new; gives document(s) to new officer
o. Sign bank accounts signature cards at bank	Within 2 wks of election	New President & new Treasurer
p. Sign signature card at bank for Boy Scout Troop #112	Within 2 wks of election	New Treasurer
q. Sign safe deposit box signature card at bank	Within 2 wks of election	New President & new Secretary
r. Meet to turn over materials and debrief - any club records the President has	Within 2 wks of election	Outgoing & new Presidents
s. Meet to turn over materials and debrief - Audit Committee records - any other club records the VP has	Within 2 wks of election	Outgoing & new Vice Presidents
t. Meet to turn over materials and debrief - email and phone lists: members, directors - book of membership forms - official membership list - tape recorder, batteries, tapes - other club records that Secretary has	Within 2 wks of election	Outgoing & new Secretaries

u. Meet to turn over materials and debrief - checkbook - receipt books - ledger (physical or electronic) - unpaid bills & reimbursement requests - undeposited funds, including Bingo tills - other club records that Treasurer has	Within 2 wks of election	Outgoing & new Treasurers
v. Add current director information to Bingo license renewal and submit	Within 2 weeks of election	New or continuing Treasurer
w. Provide information about forms available on website; change password	Within 2 weeks of election	Webmaster, info to new directors; password to both Secretary and Treasurer if either are new

These items plus initial job duties are listed for each director and officer in Attachment 1, Transition Assignments.

4. **During the new board’s first meeting**, usually in March, “Transition to New Board” is included on the agenda immediately after the Treasurer’s report. The following sub-items are covered.
  - a. **New Board Introductions:** Each director explains what he or she brings to the board: club experience, other volunteer experience, work experience, specific skills he/she brings to the club, and any specific goals or reasons for serving on the board.
  - b. **Handoffs:** The items listed in the tables 2 and 3 above are reviewed to ensure that all have taken place. If not, dates are set for the activities to happen.
  - c. **Conflict of Interest:** The Conflict of Interest policy is reviewed, and each director signs a COI compliance statement.<sup>2</sup> The Secretary collects them for filing.
  - d. **Positions:** Permanent (standing) director positions and committees are reviewed. If a director position was filled by an outgoing director or if committee members are stepping down, the board appoints replacements. These positions and committees include:
    - i. Rental Coordinator
    - ii. Audit Committee members
    - iii. Finance Committee members
  
5. **Mid-year transition:** If, at a time other than the annual election, a director resigns or is recalled, and/or a new director or officer takes office, the following activities are done:
  - a. Director’s handbook is retrieved from outgoing director and given to new director.
  - b. All keys held by outgoing officer (see list in #2 above) are turned in and given to new officer.
  - c. Position Description is given to new director or officer.
  - d. All actions listed in #3 above which pertain to the office.
  
6. **Problematic transition:** If the previous officer is not available to assist and debrief the new officer and/or if records are missing or disordered, the board will designate a temporary team to assist the new officer through the transition.

**NOTES**

1. Records Management Policies and Procedures, “Records Retention” table, item 2b.
2. Conflict of Interest Policies and Procedures, Policy 6 and Procedure 6.

**REVISIONS**

10-21-14 In Procedure, added item p: Sign signature card at bank for Boy Scout Troop #112. Re-lettered subsequent items. In Attachement 1, under “Treasurer,” added “(including Boy Scout Troop’s bank)” to “Sign bank accounts signature cards at bank.” Per board decision 9-16-14.

**ATTACHMENT 1**

**TRANSITION ASSIGNMENTS**

- N Only for new officers. • Complete other assignments by March annual board meeting.
- !! Complete within 2 days of election.
- # Complete within 2 weeks of election.

<b>All Directors and Officers, both new and continuing</b>
<ul style="list-style-type: none"> <li>• Be prepared to explain at March annual board meeting what you bring to the board: club experience, other volunteer experience, work experience, specific skills you bring to the club, and any specific goals or reasons for serving on the board.</li> <li>• Review these pages in the directors’ handbook: Basic Parliamentary Procedure, 501(c)(3), Rules the GCC Lives By.</li> <li>• Be prepared to participate in managing club affairs at the March meeting.</li> </ul>
<b>President</b>
<p>N# Sign bank accounts and safe deposit box signature cards at bank</p> <p>N# Meet with outgoing President to receive materials and debrief.</p> <ul style="list-style-type: none"> <li>• Review “Transition to New Board” items (Procedure #4) for the annual board meeting.</li> <li>• Be prepared to chair March meetings.</li> </ul>
<b>Vice President</b>
<p>N# Meet with outgoing Vice President to receive materials and debrief.</p> <ul style="list-style-type: none"> <li>• Contact members of Audit Committee to find out whether they are willing to continue to serve. If not, identify possible replacements.</li> <li>• Be prepared to ensure room is set up for March meetings and to assist the President as requested.</li> </ul>
<b>Secretary</b>
<p>!! Update club bulletin board with directors’ and officer’s names and contact information. (outgoing or continuing Secretary)</p> <p>!! Coordinate mail pickup with Treasurer. (if Secretary or Treasurer are new)</p> <p># Contact bank to determine requirements for changing signature cards; prepare necessary documents. (outgoing or continuing Secretary, if President, Secretary, or Treasurer is new)</p> <p># File election materials. (outgoing or continuing Secretary)</p> <p>N# Sign safe deposit box signature card at bank.</p> <p>N# Meet with outgoing Secretary to receive materials and debrief.</p> <ul style="list-style-type: none"> <li>• Prepare and send out agendas for March meetings.</li> <li>• Be prepared to read previous minutes and take minutes at March meetings.</li> </ul>
<b>Treasurer</b>
<p>!! Coordinate mail pickup with Secretary. (if either Secretary or Treasurer are new)</p> <p>N# Sign bank accounts signature cards at bank (including Boy Scout Troop’s bank).</p> <p>N# Meet with outgoing Treasurer to receive materials and debrief.</p> <p># Add current director information to Bingo license renewal and submit.</p> <ul style="list-style-type: none"> <li>• Pay bills as received.</li> <li>• Contact members of Finance Committee to determine whether they are willing to continue to serve. If not, identify possible replacements.</li> <li>• Prepare monthly treasurer’s report and be prepared to present it at March meetings.</li> </ul>

Club information, including previous minutes, can be found at: [www.glidecommunityclub.org](http://www.glidecommunityclub.org).