

**B**

**BASICS**

LEADERSHIP POTENTIAL  
POSITION DESCRIPTIONS  
TRANSITION PROCESS  
INFORMATION EXCHANGE

**E**

**ENCOURAGE**

WHEN RECRUITING NEW MEMBERS  
PARTICIPATING IN ACTIVITIES  
OUT AND ABOUT ON CAMPUS

**E**

**ELECTIONS**

OUTLINE YOUR PROCESS  
GET BUY IN FROM MEMBERSHIP  
NOMINATIONS VS ELECTIONS

**F**

**FINANCES**

WHAT IS YOUR PROCESS  
HOW DOES THE UNIVERSITY IMPACT \$\$  
TRADITIONAL ACTIVITIES THAT COST  
MEMBERSHIP DUES

**S**

**SHARE**

SHARE EVERYTHING  
NOTES, AGENDAS, TRADITIONS,  
SET A TRANSITION TIME TO MOVE OFFICERS IN