



Checklist for a Successful Transition

It is important to plan for the end of the year long before April! Ensure you are transferring knowledge and leadership skills to the next leaders on your campus by reviewing the following checklist.

Recruitment

- Recruit a committee of at least 5 members (more if you are sponsoring multiple SRP students) who are committed to staying involved next year.
- Recruit a faculty or staff person to support your Local Committee and provide organizational memory.
- Add the name and contact information for all of your new recruits (staff, faculty, and students) to [MyCommittee](#).

Local Committee Structure

- Assess this year's structure. Did it work well? Were there gaps? You can also dedicate a meeting to reflect on the year as a group by discussing successes, challenges, and opportunities for next year.
- Define volunteer roles and responsibilities, and decide if new positions are needed or if the structure should be modified.
- Identify the new executives and fill other volunteer positions for next year (the process for doing this is specific to each campus, but typically done through holding elections, a hiring process, etc).
- Ensure there are no gaps in Local Committee leadership during the summer and that old and new members are prepared to continue support the SRP student until the end of their sponsorship in August.

Training

- Create shadowing opportunities for new volunteers and leaders to shadow current and more senior volunteers.
- Organize training opportunities to transfer knowledge to next year's volunteers. Make sure to pass on your Local Committees' best practices and procedures, budget and constitution information, key contacts and documents, etc.
- Connect members taking on leadership roles to staff/faculty advisors, and partners and contacts on and off campus.
- Identify a Local Committee member who will attend the Leadership meeting in August (this member should take on a leadership role in your Local Committee this coming year).

Materials and Memory

- ❑ Update [MyCommittee](#) with details of your committee activities, events, media coverage, and member information throughout the year. This is stored and accessible for future committees to refer back to, and **is required**.
- ❑ Create or update documents that outline important procedures, contacts, resources, and descriptions of your structure and volunteer responsibilities.
- ❑ Determine a sustainable way to store and share your documents with your committee and future committees. (e.g., Dropbox, Google Drive, or a good old fashioned binder!).
 - ❑ Make sure to share the password to access those documents with relevant members.
- ❑ Make sure that the incoming Local Committee leaders have access to previous promotional materials such as t-shirts, buttons, and posters.
- ❑ Familiarize yourself with WUSC's [resources](#).
- ❑ Introduce new members (especially executive members) to your WUSC HQ contacts!

WUSC HQ Contacts:

[Carolyn McKee](#), Program Officer, SRP and Campus Engagement

[Catherine Veillet St-Amant](#), Senior Program Officer, SRP

[Marilyne Tremblay](#), Program Officer, SRP

[Sophie St-Laurent](#), Program Officer, Campus and Youth Engagement