**Student Leader Transition Report Purpose:**

The Leader Transition Report serves as a comprehensive document designed to facilitate a smooth transfer of responsibilities and knowledge between outgoing and incoming leaders. Its purpose is multifaceted, aiming to ensure continuity, efficiency, and effectiveness in leadership transitions. This report outlines the status of ongoing responsibilities, resources, and their contact information, institutional knowledge, operational procedures, and critical deadlines. By providing a detailed overview of the role, and essential information pertinent to the position, the Leader Transition Report equips incoming leaders with the necessary insights and resources to seamlessly integrate into their new roles.

# The American Society of Mechanical Engineers
### at [College/University Name]

# 20XX-20XX
# [Position]
## Transition Report

## Date Last Updated: [Date]

# [First Name Last Name]
## [Student Email]
## [Phone Number]

# Table of Contents

## Welcome Letter

[Insert a welcome letter to the next leader! Short and simple, outline general goals for both the section and the office as well.]

## Position Description

**Official Position Description**

[Insert Here]

**Additional Job Requirements Performed Throughout the Term Not Previously Stated**

[Insert Here]

## Programs/Activities Responsibilities

Provide a detailed description of all programs and activities associated with your position and your specific responsibilities.

| Program/Activity/Event | Responsibilities |
|---|---|
| *Ex. Student Leader Weekend* | • *Gather travel details for university authorization.*<br>• *Relay expenses and cost analysis to treasurer for review and approval.* |
| | |
| | |

## Collaboration

Provide additional people who helped you in your role, any contact info, and their role.

| Name | Contact Info | Reason for Interaction |
|---|---|---|
| *Ex. Janice Parker* | *ParkerJ3@asme.org* | *ASME Student Section Coordinator* |
| | | |

## Accomplishments

[Insert accomplishment, personal and general, that were vital to your role or that you are simply proud to have been a part of.]

## Responsibilities/Goals Not Accomplished

[Insert goals/jobs that were not achieved, why, and how the next leader can make these happen.]

## Term Entries

**Summer Term:**
[Include entries of projects/events/workshops/etc. that you attended or helped with. Share tips, how to make these events better for members and officers alike.]

**Fall Semester:**
[Include entries of projects/events/workshops/etc. that you attended or helped with. Share tips, how to make these events better for members and officers alike.]

**Spring Semester:**
[Include entries of projects/events/workshops/etc. that you attended or helped with. Share tips, how to make these events better for members and officers alike.]

## Suggested Goals/Objectives

Provide goals the student section should strive for (could be in progress or future goals)

| Suggested Goal | Recommended Date Accomplished |
|---|---|
|  |  |
|  |  |
|  |  |
|  |  |
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|  |  |

## Resources Utilized

Provide any resources vital to your role and operations within the team.

| Resource/Used for? | Cost or Type of Access |
|---|---|
| *Ex. ASME Student Section Handbook* | *PDF, free* |
| | |
| | |
| | |

## General Calendar of Tasks and Events

Provide general items that happen during these months. If you haven't served for a full year, include months you were in this office for.

**May**
- Complete Student Section After Activity Report(s)
- *Ex. Conduct SMART Goals exercise with new leadership team*

**June**
- Complete Annual Student Section Update Form
- Complete Student Section After Activity Report(s)
- *Ex. Fall term schedule planning*

**July**
- Complete Student Section After Activity Report(s)
- *Ex. Fundraising strategies planning*

**August**
- Complete Student Section After Activity Report(s)
- *Ex. First General Meeting*

**September**
- Complete Student Section After Activity Report(s)
- *Ex. Fundraising*

**October**
- Complete Student Section After Activity Report(s)
- *Ex. Spring term schedule planning*

**November**
- Complete Student Section After Activity Report(s)
- *Ex. Student Leadership Weekend*

**December**
- Complete Student Section After Activity Report(s)
- *Ex. Conduct SOAR Analysis with leadership team*

**January**
- Complete Student Section After Activity Report(s)
- *Ex. Student Section Mid-Year Check In (Provided by Student Section Coordinator)*

**February**
- Complete Student Section After Activity Report(s)
- *Ex. Begin Student Section Engagement Report*

**March**
- Complete Student Section After Activity Report(s)
- Review Student Section Recognition Award Requirements and submit Nomination Form
- *Ex. Begin role Transition Report*

**April**
- Complete Student Section After Activity Report(s)
- *Ex. Host leadership selections and end of year celebrations*

## Transition Report Materials

Provide any additive information related to the role, student section, college/university operations that may not have been covered throughout this report.