



LEADERSHIP IN TRANSITION Welcome Packet Ideas

Smooth transitions in the flow of leaders from one administration to the next is key to continued success, whether it be on the Area or Division level. Facilitating that transition with a 'welcome packet' demonstrates your personal dedication to the office as well as the potentials for leadership growth for the incoming officer.

Welcome Packet Ideas for Area and Division Governors



Provide contact information for all Clubs in your Area or Division, even if it is only the officers of record. This provides the new team with a contact starting point when they assume office on July 1.



Provide contact information for you in case there are early questions or concerns. You will be taking on the role of a mentor to your new team.



Provide information on contest planning that may be helpful such as who hosted last, who is in line to host next year, and any special arrangements that are made for Area and Divisional events.



Provide an updated report on each Club in the Area or Division and include information on membership and achievement of Distinguished Club Program (DCP) goals. Inform the new officers on what Club rescue efforts are taking place, and what new clubs are in formation.



Provide information on communications (newsletters, e-letters) and recognition (Area or Division Awards for excellence) specific to your Area or Division.



Send your new Area or Division Governor a congratulatory note on their new office recognizing their achievement.

Compliments of
Bash Turay, DTM, PID
Candidate for Second Vice President
"Envision Our Possibilities Together"