



Things to Note

All leaders are students first.
Be honest and transparent
about expectations during
your selection process.

Leadership Transition Guide

New Leadership

Suggested Qualifications

- Class Standing:
Sophomore or Junior
(to allow transition
and growth).
- GPA of 3.0 or higher
(adjust to your club
standard).
- Attended at least two
events in previous
semester/year.
- Previous leadership
experience.
- Must know about
UNICEF's programs
and campaigns.
- Able to fulfill the expected time commitment.
- Passionate about UNICEF's mission!

Read through our How to Start a Club toolkit or the Membership one-pager for our suggested officer position descriptions, which can be found at unicefusa.org/clubresources.



Selecting New Leaders

- Hold elections each year.
- Set up one-on-one meetings to assess volunteer commitment, and do an informal interview.
- Abide by school policies on selecting new leaders, be it voting rules or transition timing.
- Make sure to include new leadership information when you register your club online in August.

Not everyone is automatically the right UNICEF leader. Be honest about the time commitment involved. Realize that volunteers are people first, with other commitments in their lives.

Share Your Files

Passwords Give new leaders the passwords to the club email and Facebook group administrator info.

- We suggest that you use a sharing platform like GoogleDocs or Dropbox to share information and make transition easy for new leaders.
- Give them contact info for the club members. Past meeting minutes and posters would also be helpful for them to have.
- Remind all officers to keep careful records of all activities, administrative processes and financial transactions that occur during their term of service, as well as data on key school contacts.

Records Provide needed information for completing the Reporting and Reflections surveys in December and May. The records are also a useful source of information on the club's activities for future club officers.

Manual You may find it helpful to compile a Club Manual that includes your group's documents and other useful information, which can serve as a reference and be passed down to future club leaders.

Suggestions for a Seamless Transition

- **Introduce your new board** to UNICEF USA National and Regional staff.
- **Allow incoming officers to shadow you** for the rest of the term, so they can get a feel for what leading a UNICEF Club is like.
- **Encourage them to meet with the advisor** on a regular basis to make plans and decisions for the upcoming year.
- After a few weeks, **ask the new leaders to host a meeting** of the club on their own. Take notes! Where did they succeed? Where can they improve? Give the new team helpful feedback!
- Or you could **ask interested candidates to hold an "internship" or "shadow position"** for one year or semester before running for office.
- **Create subordinate chair positions** for different club departments such as education, outreach,

marketing, events, advocacy, public relations, recruitment, fundraising, etc. These positions will vary according to your club's size and needs, but they provide a chance for more club members to be involved in the club's planning and organization.

- **Meet with incoming officers** to go over the club's accomplishments and help them plan for the following year. Identify challenges and pending issues, as well as promising projects and ideas that should be further developed.
- **Share information about successful partnerships** that have been established with other campus offices/departments/student groups, as well as any tips that may help incoming leaders in the future.
- **Host a training session** on UNICEF USA resources, which can be found on our website and through the National Council members, or have incoming officers watch an online training on the UNICEF Clubs YouTube channel. ●

