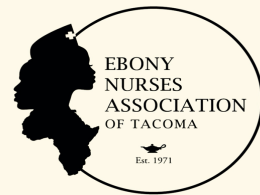


## ENAO T PRESIDENT'S TRANSITION CHECKLIST

### OBJECTIVE:

Provide a resource to the organization members who are moving in/out of leadership roles to ensure that efficient and effective transfer of knowledge/information occurs.

1. Participate in group Executive Committee meeting with outgoing President, by July 30.
2. Conduct the monthly meetings.
  - a. Keep meeting moving forward to end in 90 minutes.
  - b. Review/Approve the previous Minutes and Treasurer Report.
  - c. Allow time for announcements
  - d. Basic knowledge of Parliamentary Procedure
3. Prepare for the meeting.
  - a. Prepare the meeting agenda NLT the 13<sup>th</sup> of the month
  - b. Obtain previous meeting minutes from Secretary.
  - c. Review minutes to confirm the discussion items (Old/New Business). Members may contact you to request a discussion item.
  - d. Follow-up (text reminder) with members who were assigned a task for the next meeting.
4. Email the meeting agenda and previous minutes to webhost for posting on ENAO T website, by the 15<sup>th</sup> of the month.
  - a. Email meeting reminder and on-line meeting link to all members and guests.
  - b. OR verify local meeting location and time.
5. Collaborate with other officers. Delegate tasks as needed.
6. Serve as Administrator on Bank Account (Currently at Boeing Employees Credit Union, BECU). New
  - a. Activate/Deactivate access for the Treasurer and Financial Secretary.
  - b. Must be Bonded.
  - c. Upon election of new officers:
    - (1) President shall notify the bank of the new Administrator.
    - (2) President shall take a copy of the minutes and a signed letter, noting all the new officers, to the bank.
    - (3) New Treasurer and Financial Secretary will go to bank to do Signature Cards and receive bank cards.
7. Assist the VP with Checking Ebony Nurse email weekly. Forward mail to appropriate members (i.e. invoices for Treasurer, event invites etc).



8. Meet with other community groups etc. as needed. Present feedback to the group at next meeting.
1. Participate in Community Events that ENAOT is committed to.
2. Should not be absent more than 2 consecutive meetings without legitimate excuse.
3. Twice per year, delegate a member to review all websites to maintain accurate member lists (i.e. website, Face Book, Outlook Mail).
4. At the end of the President's term, all files/information (login/passwords to email, social media accounts, keys etc) will be turned over to the new President by July 1.
5. The outgoing President will meet with the new Executive Committee by July 30.

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Signature of Transitioning/Boarding members

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Date