



## ENAOT VICE PRESIDENT 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. Primary-Check Ebony Nurse email weekly. Forward mail to appropriate members (i.e. invoices for the Treasurer, event invites etc.).
3. Collaborate with President to prepare for the monthly meeting.
  - a. Email agenda and previous minutes to web host for posting on ENAOT site.
  - b. Email meeting reminder to all members and guests with on-line meeting link OR local location and time.
  - c. Follow-up text reminder to members who were assigned a task for the next meeting.
4. Conduct the meeting in the President's absence.
5. Other duties as assigned.
6. Participate in community events that ENAOT is committed to.
7. Should not be absent more than 2 consecutive meetings without legitimate excuse.
8. At the end of the VP term, all files/information (login/passwords to email, social media, keys etc) will be turned over to the new VP by July 1.

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Signature of Transitioning/Boarding members

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Date