

# Transition Document - Talent Development

## Overview

Provide a high-level summary of what are the responsibilities of this role. Define the following:

- Core purpose: Explain what is the core purpose of your role
- Key collaborators: Which other e-board members do you interact with the most?
- Top advice: Add the single best advice you could give them.

## Responsibilities

For each major responsibility, describe what it involves, how often you do it, and any tools/platforms used. Include lessons learned and concrete recommendations.

### Example

#### 2.1 [Responsibility Area e.g., "Setting Goals and Initiatives"]

**What it involves:** [Describe the task and its purpose]

**How I approached it:** [Explain your process, tools used (e.g., Kanban board, shared drive), and how you tracked progress]

**Key goals from my term:**

- [Goal 1 — note whether completed or not, and why]
- [Goal 2]
- [Goal 3]

**Recommendations for your successor:** [Advice on scope, prioritization, common pitfalls]

**Key contacts:**

Name	Role/Organization	Context
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[Name]	[Role]	[Why they matter / how you worked with them]
[Name]	[Role]	[Context]

## Future Goals

List initiatives you started but didn't complete, or ideas you never got to. Be specific about what groundwork exists and what's left to do.

[Goal/Initiative Name]

- **Current status:** [Where things stand]
- **What's already done:** [Any work, documents, or contacts in place]
- **What's left:** [Concrete next steps]
- **Why it matters:** [Brief justification]

## How You Can Succeed in This Role

Share the most important lessons you learned, things you wish someone had told you. Be specific and actionable.

## Key Resources

List every tool, account, document, and platform your successor will need.

Resource	Location / URL	Access Notes
[e.g., Kanban Board]	[URL]	[Who has admin access]
[e.g., Shared Drive]	[URL]	[Folder structure notes]
[e.g., Constitution]	[Path in shared drive]	[Last updated date]
[e.g., Meeting Minutes]	[URL]	[Naming convention]

## Summer / Off-season Tasks

List tasks that should be completed before the new term begins, with owners.

Task	Owner (Role)	Target Date
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[e.g., "Secure 2+ nonprofit project proposals"]	[e.g., VP Recruitment]	[Date]
[e.g., "Finalize onboarding curriculum"]	[e.g., VP Projects]	[Date]
[e.g., "Plan event calendar for fall"]	[e.g., VP Events]	[Date]
[Add more rows as needed]		

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