

# Transition Document - VP Design

## Overview

The VP of Design is the executive member responsible for leading the design team and ensuring that the design assignments of internal and projects teams get completed in time and up to quality standards. The VP of Design needs to have a creative mindset and strong leadership senses as interaction with the team and other Blueprint members is essential for coordinating projects and tasks. However, the VP of design function shall not be only limited to design related tasks, this position should be as interdisciplinary as possible.

## 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.

### 1. Lead the design team

The VP of design shall preside the design team meeting that happen every week. Also, select liaisons for the diverse projects that the Design Team is tasked with. The VP of Design shall monitor the tasks assigned at every meeting and ensure that progress is being made. The VP of Design needs to lead the design team so that it becomes an open, collaborative space.

In the last year, the design team was a structure less organization. Designers are not assigned with a single project that they have to only work for but they are encouraged to work on multiple as well as giving their feedback on all kind of design projects and tasks. **Assigning designers only to specific tasks limits the creativity of the team and isolates important voices.**

#### Key Goals:

- Monitor progress via actual metrics and facts: Track completion times and difficulty.
- Provide feedback as VP Design and as a member of the design team.
- Set up meetings and make sure that tasks are assigned.

#### 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
[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
[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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