Transition Document - VP Operations

Overview

Provide a high-level summary of what are the resposibilities 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

[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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