



#71227

## **Passing the Baton**

*A resource to assist outgoing and incoming leaders  
to complete an effective transition of office.*

The passing of the baton does not happen after the election. It begins before the commitment is made to run for an office. The chairman of the nominating committee should include the following in the information available to the perspective office-holder:

1. Updated description of the position
2. Schedule of responsibilities for the term of office (calendar of events)
3. Copy of bylaws that pertain to the office

Too often we go into a position not knowing the full scope of duties to be performed. Waiting until after the election is too late.

### **Outgoing Officer**

#### ***Pray, Praise, and Give Thanks***

- Thank and praise God for the opportunity to serve Him.

#### ***Make Updates***

- Update files, forms, guidelines for office, calendar of events, and directories.
- Put pertinent information on a disk so that it can be recycled with updating (save it as a text document so it can be shared between software programs).
- Update records and minutes that belong to the office. These should be in order.

#### ***Clean House***

- Items of historical significance should be sent to the archivist-historian.
- Remove unimportant or personal correspondence from files.
- When in doubt, do NOT throw it out.

#### ***Meet with New Officer***

- Review together all records, files, and materials, those on paper and on disk.
- Highlight items of extreme importance.
- Remember you are there as a servant, resource, and mentor.
- Make certain there is an understanding of what needs to be done and when it needs to be done.

#### ***Pray For and With the New Officer***

- Make yourself available to the new officer.

# Accepting the Baton

## Incoming Officer

### ***Pray, Praise, and Give Thanks***

- Know you have been chosen by God to fulfill the duties of the office.

### ***Prepare Yourself Personally***

- Read the Scriptures.
- Obtain leadership information from the library, Christian bookstores, seminars, etc.
- Obtain leadership information from LWML, either through the catalog or via download from the LWML website:
  - Meetings 101 (#71226)
  - Leadership in Pairs (#71223)
  - Look of a Leader (#71224)
  - Committees (#7185)

### ***Acquaint Yourself with the Office***

- Review the guidelines, schedule of responsibilities, and bylaws pertaining to the office.
- Meet with the outgoing officer and familiarize yourself with all the current records and files.
- Stay in touch with the outgoing officer and use her as an expert resource.
- Do not be afraid to ask questions. The only dumb question is the one you did not ask.

***You are ready to serve the Lord with gladness!***

*Each one should use whatever gift he has received  
to serve others, faithfully administering  
God's grace in its various forms.*

1 Peter 4:10