



# SCAPAN Transition Checklist (Form 400.03)

Name of Outgoing BOD/District Director/ Chair \_\_\_\_\_

Name of Incoming BOD/District Director/Chair \_\_\_\_\_

Committee Name: \_\_\_\_\_

### Job Description and Expectations

Job Description  Read and revise Committee Chair Job Description

Expectations  Attend all BOD meetings  
 Submission of Annual Reports, Articles for Newsletter  
 Meeting deadlines, SCAPAN Calendar  
 Committee participation/chair committee  
 Budget Preparation  
 Submission and preparation of Agenda items/Committee Reports  
 Communications via email, phone, snail mail

Financial Reimbursement  Financial Reimbursement  
 Timeframe for submitting forms and receipts

### Resources

Policy and Procedures Manual  Receive and Review Manual  
 Review Bylaws, Policies & Job Descriptions  
 Review Specific Committee policies and procedures  
ASAPAN Organization Structure  Review ASAPAN/SCAPAN Organizational Chart

### Board of Directors Meetings

Introduction to Meetings  Annual and post conference meetings  
 Attend board meeting before assuming chair position  
 Submitting agenda items for each meeting  
 Review parliamentary procedure; Roberts Rules of Order  
 Executive dress/professional image

Bring to Meetings  Agenda reviewed and discussed with committee  
 Policy and procedure manual  
 Information to present with agenda items

Signature of outgoing chair: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Incoming Chair: \_\_\_\_\_ Date \_\_\_\_\_