Post-WLA:
Checklist of Next Steps for Student Groups

Outgoing Board:

☐ Review current charter and board roles, adapt, and write new job descriptions for next year's board based on new guidelines (in the next couple weeks).

☐ Adapt the WSA Student Group Leader Board Application for your student group and disseminate to membership/listserv for submission sometime the week of February 24th. (Application should be disseminated no later than February 17th.)

☐ Review applications (with consultation from advisor and WSA VP of Student Groups) and determine incoming board. (Boards should be announced no later than March 14th.)

☐ Hold transition meetings with old and new board members, and with old VP of Operations and new VP of Student Groups (late March/Early April).

☐ Assist the new board with Annual Review Form (due in early April).

Incoming Board:

☐ Hold transition meetings with old and new board members, and with old VP of Operations and new VP of Student Groups (late March/Early April).

☐ Submit Annual Review Form (due in early April).

☐ As a board, determine events and topic priorities for the Fall semester. Talk to other student groups that might be interested in similar topics.

☐ Attend “Calendar Day” on April 10th, prepared to discuss event ideas.

☐ Attend events and communications trainings and fiscal operations trainings, as appropriate.

☐ Submit event proposals (will be due at the end of April).