



Pre-Professional Leaders

New Officers: Recommended Documents & Items

Throughout the year, keep track of several important items to share with the group. These documents/items help the new officers to stay organized over the next year. Please agree as a group of a place that is best to access and share these group documents with all club officers. **Key documents are highly recommended to store on OSU CampusLink!**

At the end of the year, your officer team can turn in these collective documents and items at next year's OSU Pre-Professional Leaders Spring Retreat event. This will give next year's incoming club officers important information, so they better understand the club's current position to help make future decisions.

Organization

- o Constitution & by-laws
- o Election procedures and timeline
- o Logins & passwords: all club accounts
 - OSU CampusLink - Official OSU Club Platform
 - Website(s) & social media (Facebook, Instagram, Twitter, YouTube, etc.)
 - Chat group platforms (GroupMe, Slack, WhatsApp, etc.)
- o Meetings: club minutes/notes
- o Past correspondence: key contacts
 - Emails with members, officers, advisor, outside organizations/institutions club worked with
- o Recruitment membership events/outreach

Financial

- o Bank/credit statements
- o Current/past budgets
- o Dues information: members who has paid/not paid
- o Fundraiser events
- o P-Card (OSU official account - *if* your club has one)
- o Receipts – itemized club event purchases/supplies - what purchase was used for

Contacts & Members

- o Contact information: key contacts
 - Active Club Alumni
 - Advisor(s): Advisor & Co-Advisor
 - Club contacts of other outside organizations/institutions you've worked with
 - Event or meeting place booking contacts
- o Governing Body Contact - (*if* your club has a national association)
- o Membership/roster contacts list
- o Prospective members list