



EXECUTIVE/PLANNING COMMITTEE MEETING

**November 7, 2022
8:00 PM – 9:30 PM**

TO: Executive/Planning Committees

FROM: Susan Simms Marsh, Secretary

RE: Committee Transition Plan

Attached is a draft Committee Transition plan that each committee would complete to ensure a smooth, timely, and successful transition to the 2023 administration.

1. Create a folder for each Committee on google suites.
2. Complete the attached transition plan and document upload process no later than December 15, 2022. Also email the transition plan once complete to the Secretary.
3. Upload to your committees google folder a sample of relevant materials. Please ensure the committee chair uploads final versions of materials vs. drafts in an editable format (Word, PPT, Excel, etc.). Committees may upload any documents that are relevant for their committee however, here are a few recommendations.
 - a. Manuals, guidebooks, SOPs, etc.
 - b. Workshop presentations
 - c. Sample Executive Council Reports
 - d. Timelines
 - e. Budget
 - f. Survey results
 - g. Committee process or procedure documents
 - h. Templates and forms
 - i. Timeline