

# I<sup>2</sup>SL Chapter Resources



## All Aboard: Transitioning a Chapter Board of Directors

Dear I<sup>2</sup>SL Chapter Officers,

Earlier this year, we shared ways to encourage [young professionals' involvement](#) within your chapter. As many chapters reach their three-year anniversaries, the inaugural officers may be looking to transition their roles to other chapter members. Below are a few suggestions and guiding questions to help ensure a smooth transition to a new chapter board and leadership while continuing to identify ways for newer members to become more involved in chapter activities:

### Nomination

- Decide if prospective chapter officers should be active on a smaller board first (e.g., sponsorship, membership, event planning) or for a specific time period (e.g., one year).
- Establish if a specific position transfer must occur. For example, does someone have to serve as chapter vice president before becoming eligible to be chapter president? Refer to your [chapter's bylaws](#) as needed to clarify any questions about the nomination process.

### Transition

- Once the new officers are elected, plan to hold a special chapter board meeting to discuss the roles and transitioning of responsibilities to the new chapter officers. Consider hosting a dinner or other social event for the former and incoming chapter officers to network, brainstorm next steps for the chapter, and transfer information.
- Plan ahead so that chapter information may be easily transferred to the new officers. Incoming officers will need administrator access to email systems, website, [shared files](#), and other chapter accounts and systems.
- Identify any training chapter officers should take before assuming their new duties. Refer new chapter treasurers to the [Chapter Treasurer Training](#) for a brief overview of financial and records management best practices.

### Celebration

- Pat yourself and the other outgoing officers on the back and welcome the

incoming officers by hosting a networking event or meeting to introduce the new chapter officers to the chapter.

- Make sure to announce new chapter officers to your chapter's members and local high-technology facility community! Don't forget that I<sup>2</sup>SL HQ needs to be made aware of any changes to your chapter's board of directors so we can update your chapter's web page and contacts list as needed.Â

If you have questions about how I<sup>2</sup>SL can assist with your board transition, please let us know. Thank you for your continued support of I<sup>2</sup>SL!

Crystal Jones and Erin Pittorino  
I<sup>2</sup>SL Chapter Coordinators

**Chapter Anniversaries This Month**

Speaking of three-year anniversaries, congratulations to the Heart of America Chapter on reaching theirs!

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