

Are You Ready for Officer Transitions?

It's that time of year! Here are some important items to remember when changing officers.

Update your Officer Roster through ONCARD. As we transition to a new database this fall, it is essential that AGO HQ has current chapter officers' information on file as we begin to send out transition information. Need help? Instructions on [page 14 here](#), or contact me, pross@agohq.org for assistance.

Gather your documents and take inventory. Are your chapter's Operating Procedures up to date? Are your essential documents backed up in multiple locations? AGO HQ will keep a copy of your Operating Procedures and year-end financial statements. If you are part of the 90% of AGO chapters that don't have Operating Procedures on file with HQ, send them to pross@agohq.org and do your chapter's future officers (or your future self) a favor by creating a backup.

Familiarize yourself with AGO's resources for Chapter Leaders. The AGO offers [Chapter Leadership Toolkits](#), composed of documents on a variety of key chapter management topics. For video content, our Chapter Leader webinars have been recorded [here](#).

To all our Chapter Officers, outgoing and incoming, thank you for all your hard work and dedication to the AGO!