



# LEADERSHIP TRANSITION

Ensure what you built is set up for  
success after you leave.

Whether you're getting ready to graduate, study abroad, or move on to other activities, we don't want the fight to end slavery on your campus to end with you! You are building something so much **bigger** than any single person or leadership team.

# STARTING A TRANSITION

## Timeline



- › Make a binder of documents to pass on (constitution, templates, protocols, contact information for school offices and advisors, flyers, instructions, etc.)



- › Candidate interviews and new leader announcements should take place before final exams of the semester before they will assume leadership. For example, if you need new leaders for the spring semester, start interviewing at least two weeks before finals in December.



- › Announce the new leaders at least one week before finals. Schedule mentor meetings between current position holder and spring semester holder before finals start. Also current leaders should be available through break and the next semester to answer questions and give guidance.

## Officer Job Descriptions

- Develop job descriptions or access titles/descriptions in the Campus Chapter Toolkit.

## Interviewing New Leaders

- › The process should be tailored to your school.

- > Elections can happen through membership voting or leadership selection.
- > IJM Staff can't choose the next set of leaders for your school.

## INTERVIEW PROCESS

- **Compile a list of sign up times.**  
Look at your schedule and collaborate on times that work best for you to tell the applicants to sign up for.
- **E-mail the applicants.**  
Indicate the due date for the applications and the times you and the launch team are available to meet for coffee and get to know each other better.
- **Pick a quiet spot on campus.**  
You may want to reserve a room in the library just to avoid being interrupted by friends and other campus 'happenings'.
- **Prepare position-specific questions.**  
Come prepared to take notes about each student. Suggested questions are below.
- **Conduct the Interview.**
  - i. This does not have to be overly formal – let it be a time to make new friends and hear others' stories about why they are passionate about justice and want to get involved.
  - ii. Interview each applicant in the same matter, regardless of their relationship to you. Sometimes a person you don't know well is honestly the best-qualified leader; sometimes your best friend wouldn't do as good of a job, even though they want the position.
- **Schedule at least one mentor meeting.**  
This should happen between each current officer and their potential

replacement. Go over the specific duties and challenges included in holding the position. Also give practical training (e.i. how to make 100 copies of a flyer, how to submit receipts to treasurer, etc.) and materials.

**Passion is not enough.** You'll want your leaders to have skills & experience that match their leadership role. This sets you & your team up for better success.

## SAMPLE INTERVIEW QUESTIONS

- How did you become involved with the issue of human trafficking/seeking justice for the oppressed?
- Why do you want this position?
- What other commitments do you have?
- What actions will you take to protect your time commitments to this leadership position (after explaining how much time it takes)?
- What is your vision (macro or micro) for the chapter, and where would you like to see the chapter go?
- What skills & experience do you have that uniquely qualify you for this position?

## Building a Strong Team

- › Leadership teams should attend IJM's [NorthStar](#) Student Leadership Conference. This is designed just for you & goes a long way to equip & empower you as leaders.

- › Make time for fun & fellowship. Get to know each other & make sure meetings aren't all business all the time. All business without fun only leads to burnout.
- › Serve Together: in the community, through a church or campus ministry, or at [IJM Benefit Dinners](#).
- › Retreat Together! Whether it's a retreat your team plans, a regional chapter training, NorthStar, a campus ministry retreat, or the [Global Prayer Gathering](#), it goes a long way to take time away, set goals, and experience refreshment together.
- › Celebrate Success! Whether the milestones are big or small, it is so important to celebrate progress.