Section 903 Nominating Chair Transition Checklist

|  |  |
| --- | --- |
| Equipment/Physical Assets to turn over: | Initial and Date |
| None | N/A |
| Intangible Assets to turn over: | Initial and Date |
| Nominating Chair Web address – Ensure new Chair’s personal email account is linked to ASQ Vice Chair address  |  |
| Records to turn over: | Initial and Date |
| Copy of last year’s SLC roster for reference purposes. |  |
| Knowledge Transfer: | Initial and Date |
| Incoming chair should review the information at <http://asq.org/member-leader-community/positions/nominating-chair/index.html> to become familiar with the resources available. |  |
| Incoming chair should review the local section website at <http://www.indyasq.org/> and the Governance Tab to become familiar with the resources available. |  |