



Lake Manitou Association

Roles & Responsibilities Transition Plan

Date: _____

Transitioning Person's Information:

Name:	_____
Phone Number:	_____
Role:	_____
Last Day in role:	_____

Replacement Person's Information:

Name:	_____
Phone Number:	_____
Role:	_____
First Day in role:	_____

Lake Role:

- President
- Vice-President
- Secretary
- Treasurer
- Board Member
- Chemical Control Committee
- Enforcement Committee
- Enforcement Officer
- Garage Sale Committee
- Garrison Road Beautification Committee
- Minutes Distribution
- Structural Control Committee
- Web Site Support
- Weed Control / Weed Cutting / Weed Spraying
- Welcoming / Public Relations Committee

Key Dates:

Use this section to describe any “key dates” associated with the role being transitioned.

Activity	Description	Date

Role/Responsibility	Importance of Transition: High = 10 Low =1	Others working with you on this item:	Recipient of this service/activity:	Commitments:	Target Date	Transferred to replacement:
					x/x/xx	<input type="checkbox"/>
					x/x/xx	<input type="checkbox"/>
					x/x/xx	<input type="checkbox"/>
					x/x/xx	<input type="checkbox"/>
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					x/x/xx	<input type="checkbox"/>

Lake Manitou Board Representative

Replacement Person

Transition Follow-up

Date: _____

Roles & Responsibilities One Month Evaluation

Review the Transition Plan prior to answering these questions:

Do you understand you new role(s) and responsibilities?

Did you assume other roles & responsibilities not on the Transition Plan?

If so, please list them below:

What areas do you feel you need further explanation or training in?

For the next time, what went well & what did not go so well?

Lake Manitou Board Representative

Replacement Person

Transition Checklist:

Completion Date	Initials	Initials	Item	Responsible
			Complete the Roles & Responsibilities transition plan	<ul style="list-style-type: none"> Lake Manitou Board Representative Person exiting the role
			Review the Roles & Responsibilities transition plan	<ul style="list-style-type: none"> Lake Manitou Board Representative
			Work with the Replacement person to familiarize them with their new roles and responsibilities	<ul style="list-style-type: none"> Person exiting the role Lake Manitou Board Representative
			Complete the Roles & Responsibilities evaluation form one month after the date the replacement assumes 100% of the roles & responsibilities	<ul style="list-style-type: none"> Replacement Person Lake Manitou Board Representative
			Review the Roles & Responsibilities one month evaluation	<ul style="list-style-type: none"> Replacement Person Lake Manitou Board Representative
			Review the Roles & Responsibilities one month evaluation with the Lake Manitou Board of Directors	<ul style="list-style-type: none"> Lake Manitou Board Representative Replacement Person (Optional)
			If further training or education is needed, create a development plan	<ul style="list-style-type: none"> Lake Manitou Board Representative