

# Keeping the Flame Alive

## A Respectful Departure

"If a Director/Adviser/Partner really cares about the employing organization, leaving in the most respectful and helpful way toward the people who continue in the organization MUST be the first priority."

We must leave our ego behind as well. It's not about (insert name here) anymore.

## The Announcement

- Timeline
- Process for selecting your predecessor
- Communication with the stakeholders
- Will there be overlap, training and/or mentoring?

### Recruitment

- What's your role?
- Will you be involved or not?
- What will the process look like?

## It's Time

We have to fulfill a long-abandoned dream. You have done your best work, learned it properly and now You are time to move on.

We don't yet know what to do with the rest of your life. We need to get up of your need to bring into action, you need to have the perfect plan.

Take the leap, finally open your heart and your spirit to the unknown. You know the business of a company keeps a secret, never give. There's nothing to be afraid of - have the courage to "lose" your life because in yourself is the way you have taught others.

By Tracy

## Recognizing When It's Time

- Transition Plan
- Identify Potential candidates
- Start Mentoring Early
- Get your "house" in order
- Prepare your personal life
  - \$\$
  - Hobbies, relationships, other outlets

## Transition / Hand off / Orientation

- Handbook
- Introductions
  - meetings
  - office
- Security / Copy Machines
- Do Something together
  - negotiate a contract

## Making it Your Own

- Create your own timeline
- What worked for (insert name) may not work for you - that's ok!
- Develop a thick skin
- Have a support system in place

## Letting Go / Saying Goodbye / Leaving

"Leaving in a way that honors those remaining is much better and more fun!"

## Where to begin?

- Read the handbook / binder (once they are)
- One day at a time
- Build relationships and make connections (beyond group email)

Prepare yourself mentally for compromise and don't resist it in mind.

"Well, what (insert name) was here, he/she said to..."

"Wow, you have BIG shoes to fill!"


"(insert name) was able to handle it full well."








Quiet. Quiet.  
He's going to say something.

YouTube



# Recognizing When It's Time

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- 
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**"Leaving in a way that honors those remaining is much better and more fun!"**



# Where to begin?

- Read the handbook / binder (more than once)
- One day at a time
- Build relationships and make connections  
(beyond group emails)

**Prepare yourself mentally for comparisons and plan a response in advance**

"Well, when (insert name) was here, he/she used to . . ."

"Wow, you have BIG shoes to fill!"

"(Insert name) wouldn't have done it that way."



# Making it Your Own



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# It's Time

It's time to fulfill a long-abandoned dream. You have done your task well, finished it properly and now You are free to move on.

It's okay to not know what to do with the rest of your life. It's time to let go of your need to jump into action; your need to have the perfect plan.

Take the deep breath, open your heart and your mind to the unknown. You know the beginning of a journey forges a stronger, wiser you. There's nothing to be afraid of -- have the courage to "live" your life. Believe in yourself in the way you have taught others.

It's Time!



## OASC Executive Director Job Duties

Weekly Duties	Description
Emails	COSA and OASC Help with awards, lessons, questions
Phone	
Social Media Updates	Update Facebook, Twitter, Instagram, YouTube, monitor activity in groups
Website	Update and continue to add new resources
Monthly Duties	
Newsletter	Write an article, help Heather
Receipts	Submit receipts, balance credit card
Network w/ other Organizations	OSAA, ODE, OEIB, Sec. of State, non-profits, etc . . .
Speakers	Be on the look-out, communicate with and book for coming conferences
Letters of Rec.	Write for students and advisors as needed.

August	
Vacation ☺	
Supt. of the Year Award	Update App, COSA web & email – Coordinate w/AASA
OASE Curriculum Award	Update App, COSA web & email the info.
OASSA VP of the Year	Make sure web is updated and announce via email
Prepare OASC Budget	
Prepare OASC Calendar	
Student Exec. Retreat	Plan, organize, cook, clean, agenda, work w/student president
Membership Renewal	Work w/Betsy to prepare invoices and email reminders
SEC Applications	Post to web, email to advisors, announce on Social Media
OASC Board Meeting	Agenda, Minutes, location, food, printing, work w/ board chair
Fall Regional Publicity	Website, Brochure/Postcard, Email – post registration
Fall Conference Publicity	Website, Brochure/Postcard, Email – post registration
Fall Conference Hotels	Contact all hotels, secure rates and update website
Fall Conference	Seaside HS ?, Transportation, Exhibitors
OASC Awards	Student Council Recognition (update and post on web)

September	
Fall Regionals Planning	Organize Wufoo Registration, email advisors, work with speakers,
Fall Conference Planning	Organize Wufoo Registration, email advisors, work with speakers, exhibitors, conference center, workshop presenters
SEC Elections	Meeting, organization and election information Send letters to all who applied acceptance and declination.

<b>October</b>	
MS Fall Regionals	On the road for one week with speaker with about 1000 students and advisors, registrations, emails, printing
Prepare Fall Conference	
Advisor In-service Day	Prepare, speak, attend, organize
Plan NASC trip	Flight arrangements, hotel, budget – put together travel package to promote at Fall Conference and online
OASE Awards	Work w/board on selection and media release
OASSA VP Award	Work with OASSA board on selection and media release
OACOA Excellence Award	Make sure web is updated and announce via email
COSA Principals Conference	Attend, present a workshop? Support as needed

<b>November</b>	
Fall Conference	
Fall SEC Retreat	
Fall Board Meeting	Agenda, Minutes, location, food, printing, work w/ board chair
Winter Energizer Staff App	Post online due in December / book speaker
Thanksgiving Vacation	
COSA/OASC Scholarships	Prepare, update app and online – send emails & social media
COSA Board / Dept. meetings	Attend as needed

<b>December</b>	
Attend NASSCED & NAWD National Meeting (1 week)	Prepare for speaking, workshops and sharing about Oregon.
Winter Energizer Apps	Select staff – send info for February, council pairings, theme
WE Brochure	Post online beg. of Dec. / Postcards – Online Registration
COSA Scholarship	Update application, post online - due in February.
Camp Staff Applications	Post online, publicize, organize
OACOA Award	Work with OACOA board on selection and media release
COSA Elections	Begin list of openings and prepare email for nominations
Christmas Vacation	

<b>January</b>	
SEC Retreat	Plan, organize, cook, clean, agenda, work w/student president
Winter Executive Board Meeting	Agenda, Minutes, location, food, printing, work w/ board chair
OASSA POY Awards	Make sure web is updated and announce via email
OESPA POY Award	Make sure web is updated and announce via email

Winter Energizer	Work w/host school, staff, schedules, registration, organize, planning, emails to staff
COSA Elections	Email members and nominees, reminders, organize, gather bios/pics
COSA Board / Dept. meetings	Attend as needed

<b>February</b>	
Scholarships	DUE – Help Sera as needed. Arrange for committee meeting
Winter Energizer	President’s day weekend . . . plan, organize, shop at Costco and sleep on gym floor
Camp Staff Applications	DUE – Organize and send to camp directors
Spring Conference	Facilities meeting, organize, Brochure, update web & registration, postcard mailing
COSA Elections	Online ballots, report and media for results
Bev Gladder Award	Update App & Web, email info.
OASSA Scholarships	Update App, post to web and send out email to membership

<b>March</b>	
COSA Scholarships	Mail applications for reading, selection reminder to committee, update selection criteria
Camp Staff	Announce. Acceptance and Declination letters
CADA Conference	1 week in Reno or San Diego – workshops, presentations
OASC Awards Due	Organize, analyze
OASSA Awards	Work with OASSA board on selection and media release
OESPA Awards	Work with OESPA board on selection and media release
Camp Scholarships	Applications, post online, email, social media
Summer Camp	Brochure, postcards, website, social media
Spring Conference	Continue planning, emails, registration
COSA Board / Dept. meetings	Attend as needed

<b>April</b>	
COSA Scholarship Selection Committee	Organize people, lunch, supplies, applications with help from Sera Lockwood
OASC Camp Scholarships	Round 1 selection DUE
Camp staff retreat	Reminders, organize, make housing and food arrangements
Bev Gladder Award Selection	Work with COSA Presidents to select and media release
OASSA Scholarship Selection	Report to OASSA Committee, selection and work with Sera on letters

<b>May</b>	
Spring Conference	
Spring Exec. Board Meeting	Agenda, Minutes, location, food, printing, work w/ board chair
Camp Staff Retreat	Prepare Agenda, schedule, curriculum
Awards Info. to COSA	Final list of Award Winners to COSA with Award write-ups
OASC Camp Scholarships	Round 2 Due and selection
NASC	Make final trip arrangements, communication with people going, final payments, workshop plans
COSA Board / Dept. meetings	Attend as needed

<b>June</b>	
NASC	One week → take Oregon delegation to national conference, organize, plan workshops, prepare entire trip.
Summer Camp Prep	Registrations, shopping, staff organization, scheduling, meetings with WOU, curriculum, printing
COSA Conf.	Make sure they have everything needed for awards

<b>July</b>	
OASC Summer Camp	Prepare for and live onsite for two weeks at WOU with +/- 400 students and 50 staff. Parent phone calls, registration, organization, shopping for supplies, curriculum, \$\$, etc . . .
Advisor Leadership Institute	Organize with WOU College Credit, speaker, curriculum, housing, food, schedule, etc . . .
ICBO Sponsorship	Arrange for them to attend camp, media release, thank you, invoice