

JLC Placement Turnover Checklist

Use this checklist to plan for and conduct a turnover meeting between the outgoing and incoming JLC member for each placement.

This meeting should occur by June 30 with an invitation to the appropriate outgoing and incoming Committee Chair and Team VP to attend.

Taking the time to discuss and turnover the key information below will enable the JLC to build on the successes of our members in their placements year over year.

Provide softcopy and hardcopy as appropriate:

- Strategic, annual and action plans
- Timeline (monthly) for the position, committee, or team
- Forms and documents
- Key contact information
- Historic documents as needed or indication of where to find them
- Agendas and minutes from prior year
- Work in progress
- Beneficial websites, newsletters and training resources

Discuss:

- Successes, challenges, suggestions
- Work in progress
- Work needing to be addressed now/soon
- Introductions to partners, key contacts & service providers to be made in person, via phone or email
- Changes you wanted to implement but didn't have time/resources
- In hindsight, what would you have done differently