

**GEORGIA HEAD START ASSOCIATION**  
***Transition Procedures***

- I. Installation of newly elected officers and Region IV Head Start Representatives will be conducted during the Georgia Head Start Association Spring Conference.
- II. Transition process for newly elected officers and Region IV Head Start Representatives will begin immediately following the installation of newly elected officers and Region IV Head Start Representatives. This transition will include:
  - A. Review role and responsibilities.
  - B. Out-going officers and Region IV Representatives will provide information relative to Board actions to incoming officers and Region IV Representatives.
  - C. Out-going officers and Region IV Representatives will share constructive experiences with the newly elected officers and Region IV Representatives and provide a brief overview of the policies/procedures and By-Laws of the Georgia Head Start Association and the Region IV Head Start Association.
- III. Transition for Committee Chairpersons will begin during the Georgia Head Start Association Spring Conference. This transition will include:
  - A. Review role and responsibilities.
  - B. Out-going Committee Chairpersons will provide information relative to on-going projects and issues relative to Board actions to in-coming Committee Chairpersons.
  - C. Out-going Committee Chairpersons will share constructive experiences and review policies/procedures with in-coming Committee Chairpersons.
  - D. Out-going Committee Chairpersons will attend the first committee meetings in order to assist in a smooth transition of responsibilities.
- IV. Records will be transferred to new officers at the first meeting of the Board of Directors following the Spring Conference. \*(Not to include the treasurer records until after the annual audit.)