

Secretary

The steps to transfer the secretary to the new officer.

- [Transfer:](#)
- [Passwords:](#)

Transfer:

1. Make sure new officer has RCCF email.
2. Check if everyone has an account on the secret library.
3. Make sure the new officer gets the keys, the password to lab, and the officer email login
4. Secretary@rccf.club is the email for secretary.
5. Insure the new officer is added to all emails.
6. Make sure all emails and groups are added
7. Tell new officers about labels in groups to organize emails.
8. Robotics@ucf.edu
- 9.

Passwords: