

Change over

Accounts:

Google workspace related

New Officer:

Create and connect to new officer account; Then set up 2 factor auth. as you will lose access 1 week later if not added.

Make sure to subscribe to appropriate google workspace groups in order to keep a pulse on multiple sections of the club.

i.e outreach, teamleads, admin.

in Gmail create matching labels in advanced search in order to keep a further tab on specific things as they populate.

DON'T forget to 'also apply to matching conversations' so this will retro-actively apply to previous email's

Talk to Marcy or front desk person in order to gain access to the building (this may change based on IST protocol)

Receive old VP keys access keys for the lab cabinets and safety equipment storage.

Renew any information related to the incorporation of RCCF alongside with new president; old president old VP and new/old treasurer

Old Officer:

remove admin access and swap over to officer alum emails

remove access to the building from the old officer.

hand over any access to safety and storage equipment.

