Transition Memo from Departing Staff
(discussion from “Essential Staff May Soon Retire,” 2016 Equal Justice Conference)

The memo should include:

1. **Historical context, i.e. why was something created? What are the bigger picture themes?**

2. **Advocacy initiatives**

3. **Administrative minutiae: what’s not documented? How much time is spent on a particular task? What’s involved in board preparation, passwords, etc.?**

4. **Strategic planning: what did you wish you had accomplished?**

5. **Calendars and timelines, due dates**

6. **What surprised you?**