



Outgoing and Incoming Leadership

- Transfer Ownership of Relevant Accounts
 - Bank Accounts
 - Netfile or E-file Accounts
 - Email Addresses
 - Cloud Storage Accounts
 - Access to any established listservs
- Transfer of Relevant Documents
 - Chapter Standing Rules for PAC
 - Existing Campaign Plans and Timelines
 - Historical Records and Archives
 - Relevant Key Contract Information
- Hold a "Best Practices" Transition Meeting

Outgoing Leadership

- Relationships Handoffs and Introductions
 - School Board Members
 - Community Allies
 - Potential Future Candidates
 - Existing Vendors
 - Existing Consultants
 - PAC Committee Members

Incoming Leadership

- Set up an introductory meeting with your Regional Political Organizer
 - [Schedule Trainings with RPO](#)
- File Form 410 with county Registrar of Voters to update PAC Leadership. When appropriate—check with RPO first
- Update PAC Transition Workbook
 - Send completed copy to RPO