



Virtual Community Web Tools: Leader Transition Guide

As you transition from one leadership team to another at your community, remember to transition your community's online tools, as well. Contact our [web team](#) for training and additional support during your transition or any time during the year.

Review Community Tools

Include an overview of the community's communication technology during your transition meeting between outgoing and incoming leaders, including:

- Social media accounts
- ASSP role-specific email accounts
- ASSP commercial survey account
- ASSP commercial storage account
- Training and support from ASSP

Social Media Platforms

- Review how your community uses its social media accounts to connect with current and prospective members, including a review of [Society Operating Guideline 2.4: ASSP Volunteer Social Media Policy](#).
- Share usernames and passwords with incoming leaders. Share password updates with your staff liaison.

ASSP Role-Specific Email Addresses

- Review how your community uses the role-specific email accounts with incoming leaders
- Follow the transition steps in the [Virtual Community Role-Specific Email Accounts FAQ](#).

Polldaddy/Crowdsignal Account

- Review how your community uses Polldaddy/Crowdsignal to survey members on how the community can deliver value
- Share the username and password with incoming leaders.

Google Drive Account (15 GB of Storage)

- Review how your community uses its Google Drive account to archive community documents and photos.
- Share the username and password with incoming leaders.

Other

- Review other tools your community uses. Share usernames and passwords with incoming leaders. Update passwords as needed.
- Discuss how your community's leadership team practices cyber-security.

