



<b>Standard Operating Procedure – Transfer of President Duties</b>	
Prepared by:	Jes Overley and Sean Fausto
Approved by:	
Effective Date:	
SOP Owner:	OCC President

**PURPOSE:**

Provide a smooth transition of the office and duties of OCC President.

**PROCEDURE:**

1. Transfer keys to OCC mailbox to new President.
2. Coordinate with Treasurer to be added as signed to OCC bank accounts.
3. Forward and/or introduce current topics for upcoming meetings.
4. Confirm with webmaster the oakleynow.com website is updated for current officers
  - a. Board Page
  - b. Email Routing
5. Contact BPBS Law to update email contact for OCC voicemails (currently Barbara Jackson [baj@bpbslaw.com](mailto:baj@bpbslaw.com) main# [\(513\) 721-1350](tel:5137211350) direct [\(513\) 533-2000](tel:5135332000) )

**RESPONSIBILITIES:**

After Officer election each December – Outgoing President, Treasurer, and Website Admin to coordinate president transfer duties.

**RESOURCES:**

Admin – Oakleynow.com

Treasurer – Bank Accounts