

**HAND OFF GUIDE**

INSERT ROLE TITLE HERE

Last Revised:

*IMPORTANT: Be sure the permissions on this file are restricted to just relevant parties if you have confidential information in this document - i.e. passwords.*

Welcome to your new role on the PAC. We hope this document helps you get comfortable in your role quickly. For a thorough overview of the EHMS PAC please reference the [INSERT LINK TO YOUR PAC HANDBOOK].

**Role Description:**

*[Use description from Constitutions and Bylaws or from Handbook.]*

**Helpful Things to Know In Your New Role**

* *…[What are the first steps to understanding this role? For example: Schedule a hand off meeting with the previous PAC Chair and the Principle / Vice Principal. Bring this guide and review together.]*