**How to Handover Guide**

You have just elected your new club/society committee at your AGM; now the old committee need to hand over everything they know about running that club/society to the new committee before they take over.

A good handover helps to ensure that your Club or Society continues to be successful and means that your new committee does not have to start over from scratch. Its also a great time to learn from any past challenges and plan ahead for the future.

**Handover Top Tips:**

* **Meet face to face** (in-person or online) to discuss your roles, ensuring you have enough time for Q&A- cramming a year into 30 mins not ideal!
* **Meet as a whole committee and 1:1 with your counterpart.**
* **Prepare a handover document** (templates below)- Something the new committee can go back to if they forget anything.
* **Put yourself in their shoes-** What do you wish you knew?
* **Team Bonding-** It’s important committees work well together.Why not Include a team builder/game/social in your handover meeting to help everyone get to know each other?
* If time allows offer the new committee an opportunity to **shadow** old committee members during your last meetings, socials or events.

**Handover Checklist\***

[ ]  Introduce all committee roles and responsibilities.

[ ]  Upload your new committee list to the Groups Hub.

[ ]  Introduce your new committee to the Union's Groups Hub.

[ ]  Explain how to add membership, access members’ details and email members.

[ ]  Ensure the new committee has awareness of your constitution, including Union/University discipline procedures.

[ ]  Show new committee where to find current risk assessments & review together.

[ ]  Share useful contacts (Union, University, other contacts.)

[ ]  Complete & share your [financial forecast.](https://www.susu.org/groups/admin/howto/prepare)

[ ]  Handover current banking details.

[ ]  Complete and share your [equipment inventory.](https://www.susu.org/groups/admin/howto/equipment)

[ ]  Provide details and passwords for email and social media accounts.

[ ]  If applicable renew generic @soton.ac.uk email account with new owners (Email serviceline@soton.ac.uk)

\*Remember further support and guidance is available in our online [**How To Guides**](https://www.susu.org/howto)**.** You can also contact the SUSU Activities Team for support via activities@susu.org

**Handover Templates**

Below we have created templates to support and inform you in handing over information to your new committee. You do not have to share these with SUSU, but we encourage you to save somewhere accessible and adapt to suit your club/societies individual needs.

**To be completed by whole committee:**

|  |
| --- |
| **CLUB/ SOCIETY:**  |
| **Membership** |
| Fees:How much?How are they used? |  |
| Member recruitment top tips?  |  |
| Bunfight Top-Tips (e.g. freebees, banners, flyers, fancy dress) |  |
| Do you have merchandise? *(e.g. Hoddies)*What do you order? Where from?How much do you charge? |  |
| **Meetings** |
| How often do you meet? *(As a committee, with all members)* |  |
| Where do you meet?  |  |
| Any meeting Traditions?e.g. Ice breakers, Socials etc.  |  |
| **Activity** |
| What are your big events?When do they happen? |  |
| What events work well & why? |  |
| What events did not work & why? |  |
| Annual Competitions (Inc. Costs?)  |  |
| **Professional agreements** |
| Coaches/Instructors details:Names/Companies/Contact details/Costs  |  |
| When & how often do you run sessions/classes? |  |
| Where do you hold sessions/classes?  |  |
| Details of your National Governing Body: |  |
| **Finance: (**[**Refer to your financial forecast**](https://www.susu.org/groups/admin/howto/managemoney)**)** |
| General overview of Club or Society finances (recurring costs; potential income) |  |
| Any saving taking place for specific reasons? (i.e. large expensive equipment) |  |
| Do you have any external sponsors? Contact detailsInformation on the agreement (contract, expectations, support available)  |  |
| Any advice for the next Grant round? |  |
| Recommendations for fundraising?  |  |
| **Equipment & Storage:** [(Refer to your inventory)](https://www.susu.org/groups/admin/howto/equipment) |
| Where to you store equipment and how to you access this?  |  |
| Do you have external insurance? Who is this with? How is this funded?Re-newel date? |  |
| **General Tips:** |
| Your advice for challenges and how you can overcome them? |  |

**For individual committee members** *(e.g. President, Treasurer, Welfare officer)*

|  |  |
| --- | --- |
| **Committee Role:** |  |
| Outgoing member contact details: (e.g. name, email, social media) \*  |  |
| What are your key responsibilities? |  |
| What key club/society events are you involved with? |  |
| Your Top Tip for the new you |  |
| What’s the one thing you wish you knew before taking on the role? |  |
| What where your key challenges and how did you overcome them? |  |
| What would you do differently? |  |
| How could committee improve the society next year?  |  |

\*Outgoing members are not required to share contact details. Please only share if you consent to being contacted for support by current committee and agree terms for this in advance