

# Committee Handover Checklists



Use these lists as a discussion point for outgoing committee members and new incoming committee members. Some points may not be relevant to your society as you are all so different. Expand, use, and adapt this handover checklist as needed.

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## Where do we start?

- Elections are completed. You have at least 3 new committee members keen and ready to get started.
- Plan a meeting with your current committee, and new committee members, to discuss/record all the society information. Use the Checklists below to prompt details needed.
- Old Committee need to show the new committee [The Committee Zone](#) on the SUBU website, for all the key processes and forms.
- Remind the new committee members that they are not alone. If they have ANY questions they can come and speak to the Students Opportunities Team in the Student Centre or contact us at [suclubs@bournemouth.ac.uk](mailto:suclubs@bournemouth.ac.uk)

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## Freshers and Refreshers

- What did you use at Freshers and Refreshers Fair to promote your society?
- Are there any usernames and passwords that you need? (For example, Facebook, Twitter, SUBU website, email inbox)
- Are there any Banners, Posters, Flyers, Films on Laptops or spreadsheets used to collect membership data? Where are they?
- Did you offer any discounts at fairs for memberships?
- What is the main information that you want to tell new students at Fairs (might be trial dates, membership fees, taster session info)?

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## Classes/Lessons/Training

- Do you use any special equipment?
- Are you responsible for maintaining or storing any equipment items?
- Where is everything stored?
- Who has access to the storage?
- How do you gain access to the storage?
- Which committee members are responsible for this?
- Who is responsible for ordering merchandise/clothing equipment?
- Are repairs ever needed and are there contact details for any relevant suppliers

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## Society Meetings and Socials

- How often do you hold your society meetings? What is discussed/voted on?
- How often do you hold your committee meetings? What is discussed/voted on?
- Where do you hold your socials and how often?
- Are there any specific venue details or contacts to hand over?

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## Other possible Questions

- Are there any affiliations with other societies, universities, lecturers, patrons, local businesses, or other key contacts that you need to know about?
- Are there any big events that you organise throughout the year?
- Are there any key dates through the year? (Races, overseas trips, grading deadlines)
- Do you hire venues, or use specific venues throughout the year? Who are the contacts? Are there specific rates?
- Do you have a Sponsor?
- Are there any Sponsors that you have approached in the past?
- If you have a sponsor/partnership, make sure to fill out a sponsorship form for the upcoming academic year and email it to SUclubs.
- What star grading is your club (3, 4 or 5) and what do you usually do to achieve this?

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## Individual Roles and Responsibilities

- What is the President's main tasks and responsibilities?
- What is the Communication Secretary's main tasks and responsibilities?
- What is the Treasurer's main tasks and responsibilities?
- What is the Health & Safety Officer's main tasks and responsibilities?
- What is the Equipment or Events Officer's main tasks and responsibilities?
- Are there any other committee positions with main tasks and responsibilities?

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## Let your new committee know the following

- What is the best part of your role?
- What has been your greatest achievement?
- What has been the most challenging part of your role?
- Could your role be developed or improved?
- Is there anything that you might have done differently?
- Is there anything that you wish you had known when you started in your position as a new committee member?