

## Society Handover Help Guide

If you are hosting or have already hosted your societies AGM, it is worth considering key things you might want to handover to you newly elected committee members.

You will have spent a year gaining valuable experience while running your society and it will be beneficial to the new committee and future members that you pass your knowledge onto them before you leave your post. This will help ensure that your society has the best start possible and it will also reassure the new committee with a better understanding of what they need to do their job.

### Why do we need to do a handover?

- To prepare the new committee, since it is unlikely that all members of the new committee will have had the relevant skills and experience.
- To ensure that all the good work done by the outgoing committee and previous committees is passed on i.e. best practice, contacts and knowledge gained.
- To ensure the long-term sustainability and development of your society.

### Successful Handovers

Think about and discuss what sort of handover you had and whether you thought it was successful or not. What events/experiences made you decide it was a good or bad handover? What affect did it have on your role?

| Essentials for a good handover   | Things to Avoid   |
|--|---|
| <ul style="list-style-type: none"><li>• Continuity and long term planning</li><li>• Making sure work/achievements of your committee aren't lost</li><li>• Preparing the new committee to take over responsibility</li><li>• Ensuring the new committee don't repeat past mistakes</li><li>• Ensuring the new committee has all the relevant information they require</li><li>• Advising the new committee of potential pitfalls and dangers</li><li>• Providing the new committee with relevant knowledge, skills, training and contacts</li></ul> | <ul style="list-style-type: none"><li>• The new committee not knowing how things work</li><li>• Not being able to access accounts, websites, emails and equipment</li><li>• Inefficient and repetition of mistakes</li><li>• Longer learning period than necessary</li><li>• Uncertainty and lack of confidence</li><li>• Break up/failure of the group, and even the society</li><li>• Lack of organisation</li><li>• Animosity towards the old committee.</li></ul> |

## What can you do to ensure a successful handover?

- Arrange a handover meeting between outgoing and incoming committees
- Shadow outgoing officers
- Meet with regular contacts to introduced the new committee
- Have a social between the new committee and attend the Guild handover Café
- Do the handover early enough! This ensures the new committee gets to grip with things before Welcome Week, the major event of the year. With the old committee at hand to answer questions, you are guaranteed a smoother handover.
- Handover Checklist – see below!

## Handover Checklist

| General   | Completed |
|---|-----------|
| Outline of the history of the society and the context it was created ( <i>if known</i> )  |           |
| Job descriptions – <i>what you do on a day-to-day basis</i>   |           |
| A verbal report of how your year went – <i>what went well &amp; what didn't! Why?</i>   |           |
| Ideas you have had but never managed to implement   |           |
| Processes for core running activities   |           |
| Debrief of how any events or activities went  |           |
| Explanations about how you communicate with your members  |           |
| List of useful contacts and how to get in touch   |           |
| An explanation of who to go to for support  |           |
| An explanation of any meetings/committees they will need to attend  |           |
| Records of equipment you hold and storage information - <i>Inventory of equipment</i>   |           |
| Examples of successful publicity/logos  |           |
| Pass on instructions and show new committee how to use the Guild website ( <i>Training is provided again in the new year by the Guild</i> ) |           |
| Secretary   |           |
| Pass on records of minutes from meetings  |           |
| Provide all passwords for email accounts, mailing lists, website, social media  |           |
| Provide and advice on any unanswered emails or post   |           |
| Pass on instructions and show new officer how to use the Guild website  |           |
| Treasurer   |           |
| Provide all financial documents – <i>ledger book, receipt books, budget, Spend it forms</i>   |           |
| Details of financial or sponsorship agreements  |           |
| Pass on instructions and show new officer how to complete a PV  |           |

## Useful tips

- Think about the individual you are handing over to. Do they have any specific knowledge or experience? Tailor your handover to their needs
- Don't leave the handover to the last minute, you will forget important information and all your knowledge and hard work could be lost.
- Ask your Society Coordinator if you need help.
- Don't make yourself unavailable after the handover is complete.
- Provide written information, you may have a lot of information to transfer and your successor may not remember everything.
- Acknowledge the fact that it is up to the new committee if they chose to do things differently or take a different direction.
- Once the handover is complete, let the new committee get on with it. Don't try to interfere – you can always be at the end of the phone if they need help.