
DURHAM \$U

Exec Handover

Template

Handover for *insert group name*

This document covers all the information you need to know to run your group. You should ensure that all details are kept up-to-date, so that the correct details are passed on to your successors during handover.

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Objectives of the Student Group

*Use this space to outline the main objectives of the student group, as outlined in your constitution. These are the purpose of the group.
The Exec should all be aware of the aims of the group so that they can plan activities that work towards achieving them.*

The Executive Committee

*Use this space to list all the Exec positions your student group has, along with short descriptions of what each role does. Please edit to reflect the roles within your committee.
You could create expanded descriptions separately for each role respectively. *

President/Chair

- Responsible for the overall running of group and setting objectives
- Lead contact with the Students' Union, and main representative of the group
- Manages and supports the Exec team, ensuring role duties are being fulfilled
- Ensures activities are in line with the group's objectives, and the group is compliant with Students' Union policies and processes
- Calls and chairs Exec meetings

Secretary

- Ensures good communication between the Exec and members
- Supports the President in setting Exec meeting agendas, and organising AGMs (and EGMs), as well as taking minutes
- Manages the student group area of website
- Maintains up-to-date membership records and mailing list
- Maintains records and associated paperwork

Treasurer

- Maintain financial accounts in a transparent manner, using Students' Union finance processes
- Create the group's Annual Budget and work with other Exec on budgets for events
- Ensure expenses and invoices are paid
- Oversee grant applications and sponsorship agreements
- Keep the Exec and members informed of the student group's financial situation
- Present accounts to the membership at the Annual General Meeting (AGM)

Activities

Use this space to outline the types of meetings and events usually held by the group, and any advice on organising them. You could include reviews of past events, highlighting what went well and what didn't, and anything you'd do differently.

Affiliations & Sponsorships

In this space outline any connections the group has with external organisations, including associated benefits and costs to the group.

- **Organisation:**
- **Contact details:**
- **Cost to group:**
- **Benefits to group:**
- **Restrictions/implications as a result of relationship:**

IT Details

Use this section to cover all the emails, social media accounts, websites and other logins someone in this role would need. If you are writing down passwords make sure that this document is stored somewhere safe – you could consider password protecting the document.

Email; your.group@durham.ac.uk

Website

Facebook group/page

Twitter

Other accounts

Equipment & Storage

Any equipment the group has should be recorded on an equipment inventory, including details of quantity and storage location. Student groups can store equipment in the Students' Union in rooms that are accessible during the building opening times.

For more information contact info@durhamsu.com.

Post

All student group post can be delivered to the Students' Union.

The address is: *Your student group name*, Durham Students' Union, Dunelm House, New Elvet, Durham, DH1 3AN.

Post can be collected from reception during usual opening hours.

Democratic Procedures

Annual General Meeting

The Annual General Meeting (AGM) occurs once a year and is open to all members. During the AGM the President presents a summary of the activities the group has done that year, and the Treasurer presents the group's financial report and answers any questions members have.

The meeting also includes Exec elections and voting on any motions that have been submitted. This is the forum in which members can hold the Exec accountable and find out more about what they've been working on - groups may choose to hold more frequent members' meetings to increase transparency and communication between Exec and members.

Extraordinary General Meeting

An Extraordinary General Meeting (EGM) can be called by the President, or a proportion of the membership (refer to constitution), to hold an election or to vote on motions in between AGMs.

Elections

The Exec of societies, the Associations, DUCK and Nightline should be democratically elected. Any student member can stand for an Exec position and will be given the chance to stand at the AGM, or EGM. Re-open nominations (RON) will always be one of the candidates for all positions.

Motions

Motions can be suggested amendments or additions to the group's constitution, or proposals that members want to mandate the Exec/group to work on or take a position on.

Constitution

The group's constitution is the document that outlines all the aims, procedures and Exec positions of the student group. It sets out the fundamentals of the group which guide its existence. Any changes to the constitution must be approved by the membership, usually at the AGM or an EGM. If any changes are made to the group's objectives these must be approved by the Assembly of the Students' Union.

Durham Students' Union

Durham Students' Union exists to represent Durham University students and ensure they have the best experience of university possible. This includes supporting student-led extracurricular activities, which many students recognise as an important aspect of their university experience.

All group's ratified by the Students' Union have free access to the resources and services it provides, including room bookings, storage, training, attendance at Freshers' and Refreshers fairs, and opportunities to apply for funding.

Groups should re-register every year and agree to adhere to Students' Union values, policies and procedures.

Assembly

Assembly is the highest democratic body in the Students' Union and decides Union policy.

It directs the work of the Student Officers, the committees and the Union in general. Assembly is made up of elected representatives drawn from all aspects of student life, including academic reps, associations, societies, common rooms, DUCK and student media. However all students are welcome to attend meetings – the papers can be found online: www.durhamsu.com/voice/assembly.

Student Group Resources

A number of useful resources can be found on the Students' Union website: www.durhamsu.com/studentgroupresources.

Useful Contacts

Opportunities Coordinator(s)/Campaigns Coordinator:

dsu.engagement@durham.ac.uk

Finance queries: dsu.accounts@durham.ac.uk

Finance invoices: dsu.invoices@durham.ac.uk

Ad-hoc SU room bookings: dsu.reception@durham.ac.uk

General queries

Email: dsu.reception@durham.ac.uk

Tel: (0191) 3341777