

# Happy Handover

Bristol SU Groups



**BRISTOL SU**  
the best student life

## Contents

Introduction.....	3
What is Handover?.....	3
Why Handover? .....	3
How to Handover .....	4
Annual General Meeting.....	4
Plan your Year .....	4
Tell us all your essential info .....	5
Core documents .....	5
Handover Meetings .....	6
Best Practice .....	6
Publish details of your committee on your Bristol SU webpage .....	6
Publish details of your external website and social media pages/accounts .....	6
Ensure your Bristol SU page is up to date .....	6
Run your new committee through Bristol SU processes .....	6
Checklist .....	7

## Introduction

### What is Handover?

Your Handover is literally the handing over of the running of your student group to the new committee. Handover time gives outgoing committees the chance to reflect on the achievements of your group and to share essential information and useful hints and tips with the incoming committee.

It's worth putting time and effort into ensuring a good Handover as this is the cornerstone of a successful year. It is also how you make sure your group is re-affiliated with Bristol SU. If we don't receive news of your Handover, we will think you have ceased to exist.

Handover **time** is the period of time between your new committee being elected and taking over the running of the society. This can be a period of weeks or months and varies from group to group. Handover starts as soon as your AGM is over!

### Why Handover?

#### Quick answer:

To ensure the continued existence and success of your group.

#### Long answer:

There are many elements to a group running to the best of its ability and achieving success. This can include strategic planning, budgeting, successful events, good governance, an understanding of Bristol SU processes and last but certainly not least, member engagement and satisfaction.

The more your new committee knows and understands before the summer, the less time they have to spend figuring out these things for themselves in September.

#### For example:

if your new treasurer has all the details of your long-term sponsors, they can take over the management of this relationship over the summer.

If they don't have this information, they could miss important emails and lose out on the relationships and the sponsorship.

By conducting a thorough Handover you are essentially saving your new committee time and energy they might waste while finding out the basics, when they could be spending that time working on making your group bigger and better than ever before.

There is a checklist of Handover tasks later in this toolkit.

## How to Handover

### Annual General Meeting

Your Handover starts with your AGM. This is where you elect your new committee, give a report on the year and also pass any constitutional changes. Make sure you review your constitution before the AGM – the only other time you can make any changes is if you call an EGM (Extraordinary General Meeting), and getting all your members together to vote can be difficult.

You must give all your members a chance to attend an AGM to hear about how your group has developed over the year, what the financial status of the group is and find out how to vote for a new committee. Find guidance on running your [AGM](#) here.

#### Why?

All Bristol SU groups are democratic organisations and as an elected committee you represent and are responsible to your members.

All of your members should have this opportunity to ask questions of the committee and all are eligible to stand in elections for committee positions.

### Plan your Year

To make sure the outgoing committee has passed on all the useful information about running your group, sit down together and fill in the [Strategic Planning Document](#). The outgoing committee should fill in the annual review section, and the incoming committee can then write a strategic plan for the year which includes all your hopes and dreams for the future.

You will also find it useful to fill in the [Annual Budget Planning](#) spreadsheet. This is a nifty sheet where you can fill in all your anticipated costs for the year and see if you're going to break even, or even build up a surplus. If it looks like you may be in the red at the end of the year, take a look at our [Raising Money for your Group](#) advice, and think about your membership price – are you raising your fees in line with rising costs and inflation?

These documents are essential for groups with an annual turnover of £500 or more, and you can submit them to us via the Handover form.

#### Why?

These documents help you decide the priorities for your group and plan effectively to achieve all that you want to.

It is useful for the President/Club Captain to oversee the strategy and for Treasurers to have a handle on the finances.

### Tell us all your essential info

As well as making sure your new committee have all the tools to take the group forward, Handover is how you let us know who will be taking over from you.

Outgoing committees will receive a request for their new committee details, including name, role, email address and student number. Once we have this, new committees will receive an 'Introduction to Bristol SU' email and will be able to fill in the Handover form.

#### Why?

We use the contact details to update our mailing list and keep you up to date. We also use it to ensure that you editing rights to your Bristol SU webpage. In order to remain affiliated to Bristol SU we need these details

### Core documents

Your core documents include your constitution, any risk assessments you use for regular activity, strategic plans and minutes of your AGM. These should be collated and made available to your members regularly, and Handover is an especially important time to do this, so your whole group can 'check in' and remind themselves of the group's mission and vision.

#### Why?

Your members have a right to see your constitution so that they can hold your committee to account. Potential members may also be interested. A publicly available constitution makes your group and the way it operates more transparent.

Risk assessments are more effective when they are shared with those who are participating in the assessed activities. It will also give you a more professional and organised image.

You can upload these documents to your Bristol SU webpage so your members can access them at any time. You will also need to upload risk assessments and your constitution to the Handover form, so Bristol SU can archive the out-of-date versions.

## Handover Meetings

Bristol SU staff can attend and advise these meetings if requested

There will be information and advice that needs to be passed on to incoming committees to ensure consistency for the running of your group and your members - eg, outstanding loans, regular sponsors, advice on how to recruit and retain members, membership databases etc.

## Best Practice

These are the things which we've seen really excellent groups do. They will help improve your visibility, governance, organisation and more...

### Publish details of your committee on your Bristol SU webpage

Ideally add photos too. Individual contact details are great but you may wish to have a single contact email/Twitter/Facebook account instead.

Clarity on who runs a group is very important. This information combined with your constitution allows your members to scrutinise your decisions (in a positive way!) and feel more involved.

### Publish details of your external website and social media pages/accounts

Regularly check to ensure all links are correct!

The majority of students will find you through the Bristol SU Clubs & Societies A-Z webpage (or at the Welcome Fair). If you have an active online presence elsewhere, then ensure that these details are up to date on your Bristol SU page so that you can channel your new members to the correct place.

### Ensure your Bristol SU page is up to date

Your webpage should describe what you do, why students should join and give examples of recent events & activities.

You are competing for members with over 300 other groups! Make sure your page is both attractive and informative – this will make it easier for your prospective members to understand your aims and activities.

### Run your new committee through Bristol SU processes

The more your incoming committee know about the processes they'll be engaging with, the quicker they'll be able to get on with making your group bigger and better

than ever. If your group uses the Bristol SU transport booking system twice a week, it's a good idea to run your new committee through how that works so they're not left on the back foot.

Other things you may want to show them are –

Finances (including grants and sponsorship)

Room bookings

Storage

Merchandise

How to use the Bristol SU website

## Checklist

Task	Completed?	Notes
Explaining committee roles		
Update on strategic plan from previous year		
Outline successes and difficulties from previous year		
Explanation of regular activities/events		
Read through constitution and risk assessment, including any updates		
Explanation of any Bristol SU processes the group uses		
Hand over passwords, log-ins for email accounts, websites etc		
List of useful contacts		
Inventory		