**Societies and Sports Clubs Committee Handover Document**

**Fill me in – then pass me on!**

**Society/Sports Club:**

**Housekeeping**: *(Passwords? Storage? Managing your membership? Managing your finances? Branded clothing? Special equipment?)*

**Students’ Association Support**: (*Contacts? Training? Room bookings? Using the web platform? Sponsor bars? Accreditation Awards? Risk assessments? Printing?)*

**Communications:** *(Between committee members? With members? Social media? Emails? Regular meetings? Stalls? Flyers?)*

**Events:** *(Regular meetings? Times that work best? Approaches to organising? Big events? Society collaboration? Venues? Budgeting?)*

**Learning and Development:** (*Is there anything that you would do differently? How do you think the society could develop over the next year)?*

**Any Other Handy Hints:**

**Keep in Touch**

**Position:**

**Name:**

**Email:**

**Phone:**

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