

HANDOVER GUIDE

Every year each club, society and group elects a new committee to take them forward the following year. The outgoing committee will need to prepare the new committee to take on their roles.

This preparation may include:

- A handover meeting between the outgoing and incoming committees
- Individual meetings between outgoing and incoming committee members
- Shadowing of outgoing committee members by their successors
- Meetings with relevant contacts to introduce the new committee
- A written handover document
- A social for the outgoing and incoming committee members

Outgoing committee members should provide the student replacing their role with written guidance, alongside a meeting, at the very least, to ensure the committee member is handed over well.

Remember to refer each committee member to the Volunteer Resource Section on the Students' Association website.

WHY HANDOVER?

It is in your interests to ensure that you deliver a good handover to your successors. Delivering a good handover can help ensure the continuity and long-term development of your club, society or group and make sure all the work and achievements of your year on the committee are not lost.

If you handover properly, it will fully prepare and empower the new committee to take on responsibility for the club, society or group and make sure they don't repeat the same mistakes you made, or waste time trying to rebuild things or find information. Your handover is the time to warn the new committee of likely pitfalls and dangers, and ensure they have all the knowledge, skills, training and contacts they need.

The effects of a bad handover can include:

- The new committee not knowing how things work and not being able to access accounts, information, websites and email
- A longer learning period for the new committee, leading to inefficiency and repeated mistakes
- Uncertainty and lack of confidence for the new committee
- Loss of respect and animosity towards the outgoing committee
- Members feeling that your club, society or group has taken a step backwards

A good handover is thorough and clear. You should provide written information and meet face-to-face with the new committee. It is also a good idea to have a social outside of the more formal handover meetings. This gives the new committee a chance to get to know each other and for you to all chat in a more fun, relaxed environment.

WHAT TO HANDOVER

Things to include in your handover:

- Your constitution or policy document
- Job descriptions of the committee roles, including what you did on a day-to-day basis
- A report of your year in office
- A briefing on any ongoing issues, or plans you didn't have time to implement or finish
- A briefing about the history of the group and its context
- A record of minutes from your meetings
- Your budget, accounts and details of money you have left and have spent
- Passwords for any email accounts and social media accounts
- Any unanswered emails or post
- Processes for running core activities
- Debriefs or reports from any activities, campaigns or events
- Examples of successful publicity
- Records of any sponsorship or financial agreements

- An explanation of how you communicate with your members
- Explanation of any problems faced during your year and how they were overcome
- A list of useful contacts including explanations of who they are
- An explanation of who to go to for support
- An explanation of health and safety things to think about and risk assessment tips
- Branding/logo masters, documents, font guides and tips
- Locations and inventory of any equipment your group owns e.g. Freshers Fair material, books, dvds

HANDOVER TIPS

- Put yourself in the position of your successor(s) - what would you want or need to know?
- Think about (or find out) the specific experience and knowledge of the person that you are handing over to and tailor your handover accordingly
- Use clear systems and records throughout your year to store information to make it easier to handover
- If there is a lot of knowledge that only exists in your head, make sure you get it all down on paper before you handover
- Clarify what is definite, and what is your personal interpretation, for example "the role of the secretary is to... I chose to do this by..."
- Acknowledge that it is up to the new committee if they choose to do things differently or take a different direction
- Recognise that you do not need to train the committee yourselves - they will undergo training run by the Students' Association just as you did. Your job is to pass over knowledge and the activities for the year.
- Once the handover is complete, stand back and let them take over.