

SOCIETY HANDOVER CHECKLIST

Outgoing Committee

Tasks	Complete
Annual General Meeting <ul style="list-style-type: none"> Set Date and Agenda (held prior to end of April) Notify President (Communication & Democracy) of date. Notify paid members of Date/Agenda/Location at least 14 days prior to AGM Record Minutes of AGM Share Minutes of AGM with President (Communication & Democracy) within 10 days of AGM taking place 	
Committee Elections <ul style="list-style-type: none"> Add to AGM Agenda Promote roles & role descriptors prior to election Hold election during AGM (through show of hands or secret ballot) Notify President (Communication & Democracy) of new committee members 	
Constitution <ul style="list-style-type: none"> Update Constitution using new template (Template Here) Ensure Constitution is approved at AGM Approved constitution shared with President (Communication & Democracy) within 10 days of AGM taking place 	
Inventory <ul style="list-style-type: none"> Inventory of equipment created (Template Here) Send Inventory to President (Communication & Democracy) and new committee 	
Handover Document & Process <ul style="list-style-type: none"> Create handover document, including key annual events, contacts and current/active projects (Template Here) Set up handover meeting with new committee Share your contact details with new committee Share key login details/social administrator rights – emails, social media, etc. 	

Incoming Committee

Tasks	Complete
Handover Document & Process <ul style="list-style-type: none"> Read handover document and end of year financial report Attend meeting with outgoing committee Ensure access to email and social media accounts 	
Governance & Documentation <ul style="list-style-type: none"> Appoint key committee contact person and share details with President (Communication & Democracy) Complete SGN Training SGN Committee Member Training and questionnaire 	
Communication & Engagement <ul style="list-style-type: none"> Think about posting new committee on social media Plan your Welcome Fayre stall for September Arrange first meeting of new term after Freshers Fayre 	
Development <ul style="list-style-type: none"> Complete Grant Request Form Development Plan Meeting with the Activities Co-ordinator Make a fundraising plan for the year (ask at the Union if you need help) 	

For me information or assistance, contact President (Communication & Democracy): prescd@rguunion.co.uk

