**SOCIETY HANDOVER CHECKLIST 2020-21**

# Outgoing Committee

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| **Tasks** | **Complete** |
| **Annual General Meeting**   * Set Date and Agenda (held prior to end of April) * Notify [President (Communication & Democracy)](mailto:prescd@rguunion.co.uk) of date. * Notify members of Date/Agenda/Location at least 14 days prior to AGM * Record Minute of AGM * Share Minute of AGM with [President (Communication & Democracy)](mailto:prescd@rguunion.co.uk) within 10 days of AGM taking place |  |
| **Committee Elections**   * 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)](mailto:prescd@rguunion.co.uk) of new committee members |  |
| **Constitution**   * Update Constitution using new template ([Template Here](https://www.rguunion.co.uk/pageassets/getinvolved/societies/forms/Constitution(2).docx)) * Ensure Constitution is approved at AGM * Approved constitution shared with [President (Communication & Democracy)](mailto:prescd@rguunion.co.uk) within 10 days of AGM taking place |  |
| **Inventory**   * Inventory of equipment created ([Template Here](https://www.rguunion.co.uk/pageassets/getinvolved/societies/forms/Inventory-Form.docx)) * Send Inventory to [President (Communication & Democracy)](mailto:prescd@rguunion.co.uk) |  |
| **Handover Document & Process**   * Create handover document, including key annual events, contacts and current/active projects ([Template Here](https://www.rguunion.co.uk/pageassets/getinvolved/societies/forms/Society-End-of-Year-Report(1).docx)) * 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

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| **Tasks** | **Complete** |
| **Handover Document & Process**   * Read handover document and end of year financial report * Attend meeting with outgoing committee * Ensure access to email and social media accounts |  |
| **Governance & Documentation**   * Appoint key committee contact person and share details with [President (Communication & Democracy)](mailto:prescd@rguunion.co.uk) * Visit [RGU:Union](http://www.rguunion.co.uk/getinvolved/societies/forms) website and read [Society handbook](https://www.rguunion.co.uk/pageassets/getinvolved/societies/forms/SocInfoPack_201819-lores.pdf) & key forms |  |
| **Communication & Engagement**   * Think about posting new committee on social media * Plan your Freshers Fayre stall for September * Arrange first meeting of new term after Freshers Fayre |  |
| **Development**   * Complete Grant Request Form ([Template Here](https://www.rguunion.co.uk/pageassets/getinvolved/societies/forms/Society-Grant-Request.doc)) * Development Plan Meeting with [Student Development & Volunteer Coordinator](mailto:societies@rguunion.co.uk) at RGU:Union * 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*](mailto:prescd@rguunion.co.uk)