**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) 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) within 10 days of AGM taking place
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| **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) of new committee members
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| **Constitution*** Update Constitution using new template ([Template Here](https://www.rguunion.co.uk/pageassets/getinvolved/societies/forms/Constitution%282%29.docx))
* Ensure Constitution is approved at AGM
* Approved constitution shared with President (Communication & Democracy) within 10 days of AGM taking place
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| **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)
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| **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%281%29.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.
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# 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
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| **Governance & Documentation*** Appoint key committee contact person and share details with President (Communication & Democracy)
* 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
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| **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
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| **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 at RGU:Union
* Make a fundraising plan for the year (ask at the Union if you need help)
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*For me information or assistance, contact President (Communication & Democracy):* *prescd@rguunion.co.uk*