**Society Handover Checklist 2020-21**

|  |  |
| --- | --- |
| **Existing Committee**  **Task** | **Tick when completed** |
| RGU:Union notified of AGM date |  |
| AGM arranged and agenda sent out to members at least 2 weeks before date |  |
| AGM held (before end of April) |  |
| New committee elected |  |
| Inventory of equipment created |  |
| Inventory sent to RGU:Union |  |
| New committee names sent to RGU:Union |  |
| Prepare handover document, including any annual events |  |
| Handover meeting with new committee |  |
| Make sure new committee have your contact details |  |
| Pass over all log-in details for email, social media etc |  |

|  |  |
| --- | --- |
| **Incoming Committee**  **Task** | **Tick when completed** |
| Grant Request Form completed |  |
| Constitution submitted |  |
| Main contact person appointed and details given to RGU:Union |  |
| Handover meeting with old committee |  |
| Plan your Freshers Fayre stall for September |  |
| Development Plan Meeting with Student Development & Volunteer Coordinator at RGU:Union |  |
| Arrange first meeting of new term after Freshers Fayre |  |
| Make a fundraising plan for the year (ask at the Union if you need help) |  |

|  |  |
| --- | --- |
| **New Society**  **Task** | **Tick when completed** |
| Initial meeting with President of Communication & Democracyat RGU:Union |  |
| Application form filled out and submitted |  |
| Grant Request Form completed |  |
| Constitution submitted |  |
| Committee elected |  |
| Main contact person appointed and details given to RGU:Union |  |
| List of at least ten members submitted to RGU:Union (plus membership fee) |  |
| Plan your Freshers Fayre stall for September |  |
| Make a fundraising plan for the year (ask at the Union if you need help) |  |