



Handover to a new Committee

HOW TOResources for Clubs & Societies



Why Organise a Handover?

Even the most vibrant and active club and society needs to work hard to ensure continuity from year to year. It would be a shame to let everything your club or society has achieved this year go to waste, so a good hand-over is important! A good handover has many benefits including ensuring the good things that you implemented continue and help a new committee develop further rather than have to start again. The transition between committees can cause numerous problems if planning and time has not gone in to informing the new committee of the clubs day to day operations and strategic plans.

*'Failing to plan
is planning to fail'*

Anon

*"We all leave footprints in
the sand, the question is, will*

*we be a big heel,
or a great soul."*

Anon

Here a few tips on what to include in a handover to ensure that your handover is a successful one, and that your club continues to boom from year to year and avoids the bust cycle!

- A formal record of all the clubs/societies activities should also be kept in which all members could share documents on results, financial records, sponsorship, coaches, publicity articles, posters, details of sponsorship, intervarsity project plans etc. You can do this in a folder or more efficiently using google docs, docs.google.com/,
- An equipment log and keys to any lockers/storage cages
- The minutes of all committee meetings and AGMs which are kept by the Secretary
- An annual report from each Officer, containing information gained from their year in office that would prove useful to subsequent officials
- Coach/Instructor contacts
- Sponsor contacts
- Equipment suppliers contacts
- Previous Grant Applications
- Club/Society Constitution

Other considerations:

Successful handovers do take time, but will prove invaluable for coming years and ensure a lasting legacy. Here are some other considerations to make your handover a smooth one!

- Elect your committee early to incorporate time for a handover
- If you cannot elect a new committee for any reason write a summary of what you did and how you did it, with any relevant materials. Give this to the Senior Sports Development Officer or the Clubs & Societies Finance & development Officer who will pass it on to interested students that wish to re-start the club/society
- Develop a portfolio on google docs as this will be a useful tool during handovers
- Work with the new committee while they are planning their activities for the next year. You can help save a great deal of time with tips on useful allies, companies, organisations and ways to get things done well and quickly. Pass on what you have learnt
- Spend time working on the individual roles within the committee and discussing past projects. This should help prevent them from repeating some of your mistakes and encountering similar problems

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