

hwunion.com

*Make your society handover simple!*

*Heriot-Watt Student Union*

# Society Committee

# Handover Document

### *INTRODUCTION*

We know that handing over a society can be tricky, but hopefully this document makes it a little easier. We also have our [toolkit](https://www.hwunion.com/get-involved/societies/run/) to help new and old committee members alike!

This isn’t a mandatory document (unlike the [reaffiliation form](https://www.hwunion.com/get-involved/societies/run/agmegm/)) but gives your society a space to communicate all the little/informal things that only the committee know about your society.

One great idea is to host a couple of committee meetings/events where the new committee shadow the old committee in what they do, make notes on and discuss how things work.

If you have any questions please pop [Polly](mailto:p.glynn@hw.ac.uk)an email!

### *A good handover*

A good handover makes sure:

* Your society develops further, building on all your hard work from this year.
* The good things keep going, and the new committee doesn’t make the same mistake twice.
* The new committee feels supported and empowered to do their best for the society.
* You have chance to look back on what your society this year and be proud of your achievements.

### *CHECKLIST*

Hand in reaffiliation form.

Update bank account details.

Change access/moderators on social media accounts/email etc.

*Fill in your own!*

### *Looking back…*

*What went well this year? What didn’t go so well? What was this year’s biggest difficulty?*

### *1 year plan*

*Talk to the incoming committee about their plans for the next year, are there any events that you run every year or a session you run every week? What information what be useful to pass on? When do you usually start planning?*

*Running regular events:*

*One off/annual events:*

*Other:*

### *committee roles*

*What responsibilities does each committee member have?*

### *Money*

*Does your society have any sponsorships? What does your sponsor expect and what do you get in return?*

*Do you have a rough budget for certain society events? Do you need to reserve some funds for a particular event?*

*How much money is in your society bank account? Where did it come from? How much should be in the account by the end of next year?*

### *Practical stuff*

*Do you keep any equipment at the Student Union or elsewhere? What other practical stuff should incoming committee members know?*

### *Useful Contacts*

*Is there anyone that it would be useful for the new committee members to know?*

### *Finally…*

*What’s your one best tip for the new committee? What didn’t you know at the start of the year that you wish you’d known? Use this box for any other comments that would be useful.*