



UWA STUDENT GUILD
The University of Western Australia
M300, 35 Stirling Highway | Crawley, WA 6009
(08) 6488 2295 | hello@guild.uwa.edu.au
facebook.com/UWASStudentGuild | [@UWASStudentGuild](https://twitter.com/UWASStudentGuild)

HAND OVER PACK

HOW TO USE THIS PACK:

This pack is intended to aid in the handover between an outgoing executive and the incoming executive of your club. A thorough handover is crucial to the continuing success of your club and ensures that all of your hard work during your time in office can be maintained and improved on. This pack may not act as a comprehensive handover for your club, please consider what is relevant or irrelevant to your club and how this pack should be tailored specifically to suit your club and its needs. If you would like assistance with your handover please contact the SOC president or Vice-President (soc@guild.uwa.edu.au; soc-vp@guild.uwa.edu.au)

This pack can best be utilised if it is filled out collaboratively by the outgoing executive and then used as the basis of the content to be covered at your formal handover meeting. Additionally, there is a section for the incoming executive to complete to encourage them to actively think about and brainstorm information they might need to know that can be gained from the outgoing executive.

NOTE: while this Hand Over Pack will provide your incoming committee with insight into the specific activities and running of your club, they should also ensure that they read and understand the information contained in the "How to Run a Committee" handbook.



ABOUT YOUR CLUB:

(To be completed by the outgoing executive)
Please write a brief overview of the mission and values of your club so your incoming committee understands the core aims of your club. This information can be found in your club’s constitution and also in the general practices of your club. Please also include some ideas about where the current committee (or exec) sees your club heading in the future, and what you would like to see accomplished next year.

Mission and Values of your club:

What you hope your club will accomplish in the coming year:

CLUB ACCOUNTS

(To be completed by the outgoing executive)

Please list all club accounts that require passwords and the relevant person to contact for the login details. Some examples include; Facebook, email accounts, website administrator accounts.

[illegible]

CLUB EVENTS

(To be completed by the outgoing executive)

Please make a list of events that your club runs every year, attach a review of the event that may detail any helpful tips or tricks, also include the last person to run the event (or who may be helpful to contact for advice). You should ensure that you provide the incoming committee with all copies of past Event Management Plans, including approved, edited and those for which approval was denied. This will assist them with the approvals process for future events. You may also wish to include a list of appropriate venues, suppliers (of food, fencing, etc), sponsors, etc.

1. Event Name: _____

Normal time of year to run: _____

Contact for more information: _____

Review attached: Yes ☐ No ☐

2. Event Name: _____

Normal time of year to run: _____

Contact for more information: _____

Review attached: Yes ☐ No ☐

3. Event Name: _____

Normal time of year to run: _____

Contact for more information: _____

Review attached: Yes ☐ No ☐

4. Event Name: _____

Normal time of year to run: _____

Contact for more information: _____

Review attached: Yes ☐ No ☐

5. Event Name: _____

Normal time of year to run: _____

Contact for more information: _____

Review attached: Yes ☐ No ☐

6. Event Name: _____

Normal time of year to run: _____

Contact for more information: _____

Review attached: Yes ☐ No ☐

7. Event Name: _____

Normal time of year to run: _____

Contact for more information: _____

Review attached: Yes ☐ No ☐

Print another copy of this page if you run more events each year.

COMMITTEE ROLES

(To be completed by the outgoing executive)

This section allows you to outline the roles of each position on committee in as much or little detail as you like. Outlining the roles of each committee member helps with advertising positions for AGMs, assists all committee members in understanding what role they are expected to play in committee and can help the committee decide when new roles need to be created or old roles need to be re-defined. Things to include: which events are run by which position, which club accounts are monitored by which position, responsibilities such as; making and putting up posters, making tickets, making Facebook events, editing websites, etc. You can refer to the Club Committee Handbook for suggested role definitions.

Please print off more pages if required.

1. Name of Position:

Main Responsibilities of the position:

-
-
-
-
-
-
-
-
-

2. Name of Position:

Main Responsibilities of the position:

-
-
-
-
-
-
-
-
-

3. Name of Position:

Main Responsibilities of the position:

-
-
-
-
-
-
-
-
-

4. Name of Position:

Main Responsibilities of the position:

-
-
-
-
-
-
-
-
-

5. Name of Position:

Main Responsibilities of the position:

-
-
-
-
-
-
-
-
-

6. Name of Position:

Main Responsibilities of the position:

-
-
-
-
-
-
-
-
-

7. Name of Position:

Main Responsibilities of the position:

-
-
-
-
-
-
-
-
-

QUESTIONS FOR THE INCOMING EXECUTIVE:

This section provides some questions and situations for the incoming executive to prompt brainstorming of questions to be asked at a handover meeting.

1. List some of the tasks that you need to complete before holding an event

2. What do you do if a committee member resigns?

3. Who are the contacts at the guild that can help you with club related issues?

4. How would you set up a stall for O-day?

5. Where can you find a copy of your club's constitution?

6. What forms need to be submitted to guild at the beginning of every year?

7. Outline the steps to withdraw and deposit money at Guild

In addition to the above forms your club should consider making a handover pack that is kept on record, that can be added to every year by the new committee, and is given to incoming committees to help them settle into their new roles.

Things that you might like to include in your handover pack are;

- All documents that are relevant to the running of the club; including past agendas, past minutes, promotional material
- All club property: i.e. merchandise, anything your clubs owns (e.g. paint, sports equipment etc.)
- Information (where your club mailbox, storage and/or clubroom is, any important information about the club's past or the future direction of the club);
- Club bank books and other relevant details about club banking;
- How the club filing system works (especially where your club puts its archives);
- Events your club has held in the past and ideas for the future, including relevant planning documentation
- A copy of your club's current constitution (you should be able to access this from the Guild);
- Information about your affiliation with SOC, the Guild and PAC (if applicable) and what this affiliation means for your club;
- Who you can talk to at the Guild if you have SOC (or PAC) related issues;
- Past sponsorship deals and any current obligations the club is required to fulfil; and
- Instructions on how to access the SOC Dashboard to find all the information they need

Make sure you inform your incoming committee that the following forms will need to be updated;

- Officer Bearers form; online through the clubs dashboard
- Read and acknowledge University Policies
- Submit a signed hard copy of the finance form to Guild Finance (available on the clubs dashboard)
- Review club logo, club objective/guild diary entry, club membership lists
- Re-submit club constitution to the SOC dashboard if any changes were made at your AGM