

RSU Society Committee Handover Guide 2019

A good committee handover is essential to ensuring the longevity of your student group, so that it will continue to exist and develop year after year.

This guide will help you to give your incoming committee a solid handover. Some suggestions included are optional, but would prove very beneficial to the new committee and ultimately for the society.

Complete the checklist at the end of the document during your handover to make sure you have covered everything important. There is also a handover document template available for you to use.

Joint Committee Meeting

A meeting between the outgoing and incoming committee is a great way to commence the handover. You could hold it like an ordinary committee meeting, where the affairs of the group are discussed, so that anyone completely new to the society can learn the procedures of such a meeting. This is especially useful if people do not know each other well.

One-to-one Meetings

Individual meetings between an outgoing committee member and their successor may prove useful to cover all the aspects of the position in good detail. If a physical meeting is not feasible you could use Skype or have a phone conversation. Emails and messenger conversations can still prove useful too.

Handover Checklist

As the outgoing committee you should ensure that the new committee are prepared to take over the running of the group. Training will be provided by the Students' Union but you will need to tell them everything that is specific to your group.

Information to cover during your handover	Done ?
Explain all the roles and responsibilities of the signatory and non-signatory positions	

Explain the typical activities and events that the group organises, which members would be expecting year after year	
Advise on publicity and event planning, including processes such as risk mitigation, ticket sale etc. (Reflections/reviews from past events would be helpful for this)	
Inform the incoming committee of any unfinished projects	
Outline any issues the group is currently facing, or that could occur in the future	
Talk through the group's financial accounts, and sources of income including membership fees, sponsorships and grants	
Explain any affiliations or relationships the group has with external organisations, including any costs incurred This also includes any coaches or staff that assist with the society. I would advise arranging for them to meet with them before the end of term, so they can continue on the relationship if you believe this would be positive.	
Pass on all IT/website/social media account details, including emails, usernames and passwords	
Explain re the Admin rights to the page and how to use the Society email account – the RSU will transfer this over for your new committee.	
Pass on an inventory of any equipment the group has	
Pass on a list of useful contacts for the committee	
Talk through support offered by the RSU, including staff, grants and representation [information can be found here https://www.roehamptonstudent.com/activities/rsusocieties/committeeinformatio/]	
Explain re Fresher's Fair and Welcome Event – what works and what does not	
Inform the incoming committee about upcoming training sessions	
Ensure the new committee sign the signatory agreement and their details are added to the RSU website link sent out in the email.	

After you have completed handover make sure members are made aware that the new committee are now responsible for the running of the group. You don't need to go through all this information, but for those with larger societies or societies with higher incomes, it is essential a handover takes place.

If you would like the Activities team to meet with the new committee, or even just drop in to introduce them and say hello, just send us a message and we will try and make ourselves available as much as we can. Remember, we will be here over the summer, so we are also happy to meet with any society during this time.

If you require any further support please email societies@roehampton.ac.uk