

**Society Handover Checklist**

It is the responsibility of both the new and old committee to complete the required society paperwork by any notified deadlines. The handover of committees should not be immediate, but it should happen by the end of the academic year. The current committee is ultimately responsible for any ongoing activities until the end of this academic year.

* Explaining Committee Roles – How to Guides on resource page
* Allow the new committee to shadow you in your current role. Joint committee meetings are also a good idea to help with transition
* Introduce the new committee to their staff lead in the Guild
* Update of uncompleted plans or ongoing work
* Minutes from meetings
* Outlined any issues during the year
* Passwords for email accounts/social media
* Society paperwork
	+ Code of Conduct
	+ Society Budget
	+ Development Plan
* A report including aims and objectives, finance and activities
* Explanation of regular/annual activities
* List of useful contacts
* Advice on publicising activities/events
* Records of sponsorships and contracts
* An Inventory of any society equipment or kit
* Importance of engaging with the SU and attending training and forums.

**Please remember a good handover will ensure longevity and success of your society.**