**COMMITTEE HANDOVER DOCUMENT 2015/16**

This Handover Document has been created to ensure that as a committee member you handover your role, during the 3rd term, to your successor effectively and ensure they are given the best possible training and background on your society for their year in office.

Please ensure you complete this handover document and pass it on to your successor before Student Activities Conference, which is held on Wednesday the 3rd June 2015.

Contact Details for Current Committee Member

|  |  |
| --- | --- |
| **Name:** | Click here to enter name |
| **Email Address:** | Click here to enter email address |
| **Telephone No:** | Click here to enter telephone number |

This Plan has been agreed between the current committee and the committee elect.

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| **Current (Insert Committee Position)**  |
| Signed |  | Name: | Click here to enter name. | Date | Click here to enter a date. |
| **(Insert Committee Position) Elect**  |
| Signed |  | Name: | Click here to enter name. | Date | Click here to enter a date. |
| **HANDOVER CHECKLIST** Use this handover checklist to ensure you and your committee have effectively handed over everything to your committee elect. These can include but are not limited to: Social Media logins & passwords (Facebook, Twitter, Instagram) [ ] Contacts Lists (members, key suppliers/facilitators) [ ]  MailChimp [ ]  Email Accounts (SU/3rd Party) [ ] Website Logins [ ]  Equipment/Inventory e.g. Banners, PA Systems, Keys, [ ]  Balls/Padding/Racquets, Staging/Props, Electrical Items/Cameras/Memory Cards, Costumes Year-on-Year Awards [ ] Specialist Training & Procedures [ ] Ideas/Incomplete Projects [ ] Planning Documents/’How To’ Guides [ ] Social & Non-Social Events List [ ] Digital Resources e.g. Artwork, Branding [ ]  |

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| **RESPONSIBILITIES AS A COMMITTEE MEMBER**  |
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| As a committee member of the (insert society/club/media outlet name here), you are responsible for the running and development of your club/society/media outlet. You will work as a team with your committee to ensure the continued success of your club/society/media outlet, and these are your responsibilities as a committee member.  |
|  |
| **1** | e.g. Attend Student Activities Council  |
| **2** | e.g. Prepare agenda for and chair committee meetings |
| **3** | Click here to enter responsibility |
| **4** | Click here to enter responsibility  |
| **5** | Click here to enter responsibility  |
| **6** | Click here to enter responsibility  |
| **7** | Click here to enter responsibility  |
| **8** | Click here to enter responsibility  |
| **9** | Click here to enter responsibility  |
| **10** | Click here to enter responsibility  |

Notes:

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| **KEY TASKS IN YOUR SPECIFIC ROLE**  |
|  |
| As (insert committee member here) of (insert club/society/media outlet name here) you will have certain tasks you will need to fulfil through your year to post. These include, but are not limited to:  |
|  |
| **1** |  e.g. Organise Christmas Dinner Social  |
| **2** |  e.g. Co-Ordinate volunteering & charity activities  |
| **3** | Click here to enter task  |
| **4** | Click here to enter task  |
| **5** | Click here to enter task  |
| **6** | Click here to enter task  |
| **7** | Click here to enter task  |
| **8** | Click here to enter task  |
| **9** | Click here to enter task  |
| **10** | Click here to enter task  |

Notes:

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| **TOP 10 TIPS**  |
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|  Top 10 tips on how to succeed on (insert society name) committee next year! Good luck!  |
|  |
| **1** | e.g. Keep a diary to help balance your degree and committee commitments  |
| **2** | e.g. Get some to take minutes at every committee meetings  |
| **3** | Click here to enter tip  |
| **4** | Click here to enter tip  |
| **5** | Click here to enter tip  |
| **6** | Click here to enter tip  |
| **7** | Click here to enter tip  |
| **8** | Click here to enter tip  |
| **9** | Click here to enter tip  |
| **10** | Click here to enter tip  |

Notes:

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| **NEW PROJECTS I HAVE BEEN WORKING ON THIS YEAR…**  |
|  |
| These are a few projects I have started this year, but have not managed to complete yet. Here are the necessary tools for you to continue work on these projects and make them a reality.  |
|  |
| **1** |  e.g. To organise our first competition at Royal Holloway…. |
| **2** | e.g. To organise a successful careers sessions for members |
| **3** | Click here to enter new projects |
| **4** | Click here to enter new projects  |
| **5** | Click here to enter new projects  |
| **6** | Click here to enter new projects  |
| **7** | Click here to enter new projects  |
| **8** | Click here to enter new projects  |
| **9** | Click here to enter new projects  |
| **10** | Click here to enter new projects  |

Notes:

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| **PROBLEMS OR ISSUES I HAVE ENCOUNTERED THIS YEAR…**  |
|  |
| In my role this year I have encountered some problems and issues which I have had to tackle. These are some ways I believe you can avoid these problems or issues for next year.  |
|  |
| **1** | e.g. We were not allocated the appropriate rooms for our activities, work with Co-Presidents to get more space.  |
| **2** | e.g. We overspent on travel expenses and need to work on how we can improve this for next year.  |
| **3** | Click here to enter problem/issue |
| **4** | Click here to enter problem/issue  |
| **5** | Click here to enter problem/issue  |
| **6** | Click here to enter problem/issue  |
| **7** | Click here to enter problem/issue  |
| **8** | Click here to enter problem/issue  |
| **9** | Click here to enter problem/issue  |
| **10** | Click here to enter problem/issue  |

Notes:

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| **PERSONAL GOALS**  |
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| As a committee member this year you achieve a lot and grow and develop a person. Have a think about what you personally want to achieve for next year and use this time to measure your success.  |
|  |
| **1** | e.g. #LifeGoals |
| **2** | Click here to enter goal  |
| **3** | Click here to enter goal  |
| **4** | Click here to enter goal  |
| **5** | Click here to enter goal  |
| **6** | Click here to enter goal  |
| **7** | Click here to enter goal  |
| **8** | Click here to enter goal  |
| **9** | Click here to enter goal  |
| **10** | Click here to enter goal  |

Notes:

**CALENDAR OF EVENTS**

These are the major events we held this year and a brief summary of how we organised them and what lessons we learnt. Don’t feel like you have to replicate these events next year. Feel free to put on entirely new events, as well as continuing society traditions. We can’t wait to see what you come up with!

It’s useful to put together a calendar of planned events and jot in dates as soon as possible. This will make it easier to organise everything in time and market well in advance.

**AUTUMN TERM**

Event Title:

Event Date:

When we started planning this event:

Who was involved in the organisation:

Number of attendees:

What went well:

What could be improved:

Event Title:

Event Date:

When we started planning this event:

Who was involved in the organisation:

Number of attendees:

What went well:

What could be improved:

**SPRING TERM**

Event Title:

Event Date:

When we started planning this event:

Who was involved in the organisation:

Number of attendees:

What went well:

What could be improved:

Event Title:

Event Date:

When we started planning this event:

Who was involved in the organisation:

Number of attendees:

What went well:

What could be improved:

**SUMMER TERM**

Event Title:

Event Date:

When we started planning this event:

Who was involved in the organisation:

Number of attendees:

What went well:

What could be improved:

Event Title:

Event Date:

When we started planning this event:

Who was involved in the organisation:

Number of attendees:

What went well:

What could be improved:

**STUDENTS’ UNION KEY DATES**

**Welcome Week**

21st - 25 September 2015

**Autumn Term Ends**

11th of December 2015

**Refreshers Week**

11th - 15th of January 2016

**Provisional Alumni Sports Day**

9th of January 2016

**Provisional Socs Ball & Colours Ball Dates**

Socs: 5th of March 2016

Colours: 19th of March 2016

**Spring Term Ends**

24th of March 2016

**Summer Term Starts**

25th of April 2016

**Summer Term Ends**

12th of June 2016

**KEY CONTACTS**

**Students’ Union**

Co-President Societies & Media - Brianna Middleton MacPherson

Email: Brianna.MiddletonMacpherson@su.rhul.ac.uk

Co-President Sports & Development – Alex Reilly

Email: Alex.Reilly@su.rhul.ac.uk

Student Activities Manager – Ian Stewart

Email: Ian.Stewart@su.rhul.ac.uk

Development Co-Ordinator – Alex Vince

Email: Alex.vince@su.rhul.ac.uk

Societies Officer – Leah Hewerdine

Email: Societies@su.rhul.ac.uk

Sports Officer – Alex Andrews

Email: Sports@su.rhul.ac.uk

To book SU venues email contact:

Email: venues@su.rhul.ac.uk

**Active Lifestyle & Sports**

For advice on kit, performance package & the STARS programme contact:

Assistant Head of Active Lifestyle & Sport - Natalie Dobson

Natalie.Dobson@royalholloway.ac.uk

Sports Centre Number: 01784443892

**Careers Service**

Email: careers@royalholloway.ac.uk

Number: 01784443073

**Community Action**

Email: volunteer@royalholloway.ac.uk

Number: 01784414078

Community Action Volunteer Manager - Phil Simcock

Phil.Simcock@rhul.ac.uk

Community Action Volunteer Co-Ordinator – Clare Edwards

Clare.Edwards@su.rhul.ac.uk