

## HANDING OVER YOUR SOCIETY

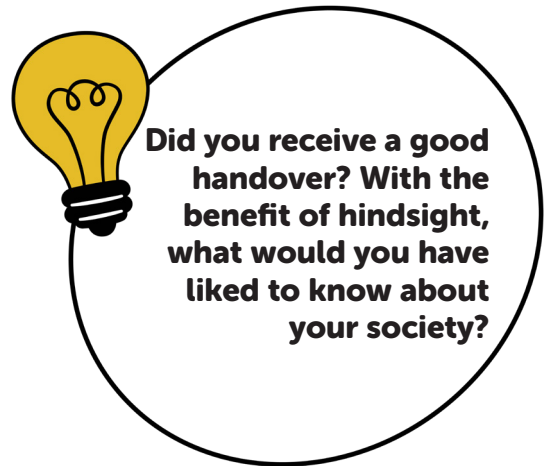
A good society handover gets an incoming committee off to a flying start! It is an investment in your society and will help ensure that your society continues to be amazing. A quality handover ensures that;

- The incoming committee can build on the hard work that you have put in over the past year contributing to its ongoing development.
- The incoming committee can learn from your experiences. They will gain an understanding of the challenges you faced and how you overcame them.
- They will also appreciate the successes your achieved and the hard work that came first!
- The incoming committee will feel supported and informed. They will better understand the society, its members, and its aims. They will know all the ins and out of your activities and events.

### HOW TO ENSURE A GOOD SOCIETY HANDOVER

#### 1. HANDOVER DOCUMENT

Your Societies Coordinator will ask you to complete our handover document here. You'll want to keep notes as you go throughout the year so that you have everything to hand when you come to complete this document.



#### 2. SHADOWING

Once the incoming committee is appointed at your AGM they begin to shadow the work of the outgoing committee. You can facilitate this by;

- Support the incoming committee members to take an active role in the society by inviting them to meetings and including them in your end of semester events planning.
- Work alongside the new committee when you are submitting UUSU documentation so they can get an early understanding of the society processes.
- Introduce the incoming committee members to SU Staff! We love meeting new committees as early as possible so we can get to know them. We'd love it if you could send an introduction email between the incoming committee and your student activities coordinator, or even better pop up to the SU with them to say hello and show them the UUSU space and where equipment is stored.

Follow these simple steps and your incoming committee will be buzzing to take over, full of ideas and ready to kick off the new year in September!