

HANDING OVER YOUR SOCIETY

A good society handover gets incoming reps 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 reps can build on the hard work that you have put in over the past year contributing to its ongoing development.
- The incoming reps 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 you achieved and the hard work that came first!
- The incoming reps will feel supported and informed. They will better understand the society, its members, and its aims. They will know all the ins and outs 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.



Did you receive a good handover? With the benefit of hindsight, what would you have liked to know about your society?

2. SHADOWING

Once the incoming reps are appointed at your AGM they begin to shadow the work of the outgoing reps. You can facilitate this by:

- Support the incoming reps 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 society reps when you are submitting UUSU documentation so they can get an early understanding of the society processes.
- Introduce the incoming committee reps to SU Staff! We love meeting new reps 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 reps 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 reps will be buzzing to take over, full of ideas and ready to kick off the new year in September!