

HANDING OVER YOUR SOCIETY

A strong society handover helps incoming reps hit the ground running. It is an investment in the future of your society and plays a vital role in ensuring it continues to thrive and grow.

A quality handover ensures that:

- **Incoming reps can build on your hard work.**
They can continue the progress you've made over the past year, rather than starting from scratch, supporting the society's ongoing development.
- **Your experiences are shared and learned from.**
Incoming reps gain valuable insight into the challenges you faced, how you overcame them, and what worked well (or didn't).
- **Successes are recognised and celebrated.**
Incoming reps will understand the achievements of the past year and appreciate the effort and commitment that made them possible.
- **Incoming reps feel supported and confident.**
A thorough handover helps them understand the society's aims, members, activities, and events, ensuring they feel informed and ready to take on their role.

HOW TO ENSURE A GOOD SOCIETY HANDOVER

- Once incoming reps are appointed at the AGM, arrange to meet them for a coffee so you can chat and give them an opportunity to learn more about the society in an informal setting.
- Incoming reps should then begin to shadow outgoing reps to support a smooth and effective transition.

You can facilitate this by:

- Inviting them to meetings and involving them in end-of-semester event planning so they gain hands-on experience and meet members .
- Completing UUSU documentation together, allowing incoming reps to develop an early understanding of society systems, procedures, and expectations.
- Your Societies Coordinator will ask you to complete **an End of Year Review**

Please ensure you submit this on time so it can be used by the society's next cohort of reps.

- Make sure all society equipment is neatly packed in the UUSU society store or handed to UUSU so it can be passed on to the incoming reps.

TOP TIPS

- Make notes as you go throughout the year so completing your end of year review document is quick and easy.
- You'll want to hand over your society to reps who are enthusiastic about building on your successes. Speak to society members who you think would be suitable for the role and encourage them to nominate themselves at the AGM.