**University of Leicester Students’ Union**

**Committee Handover Document**

This Committee Handover Document is meant to help guide student groups through their handover process between committees.

This is not just for the president; this document needs to be completed by all committee roles and needs both Outgoing and Incoming committee members to contribute.

**“Outgoing Committee” refers to committee members who have just finished their roles from this academic year.**

**“Incoming Committee” refers to those who will be starting their committee role for the next academic year.**

Please complete all sections of this document to the best of your ability.

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| **Student Group name:** |
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| **Names of outgoing and incoming core committee completing the document:** | | |
| Committee Role | Name of Outgoing Committee | Name of Incoming Committee |
| President |  |  |
| Treasurer |  |  |
| Wellbeing & Inclusion Ambassador |  |  |

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| **Student Group Inventory**  Please leave a note for your current equipment and stock below, with information on where it is stored and what new inventory you are planning to add. It is best practice to keep accurate records throughout the year.  We need this information for insurance purposes, should your equipment be damaged or stolen. | | | | | |
| Item | Description | Quantity | Estimated Value (£) | Location | Notes |
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| **Your Role on Committee!**  In this section, we ask that outgoing and incoming committee members meet to discuss more of how the role works  Please ensure you have a one-to-one with the incoming of your role to ensure they are set for their role in the next academic year.  Please answer questions in the boxes provided below and fill in if you have other committee roles, answering the same questions.  Committee role descriptions are part of the constitution and linked here. So please have a look at this document for more guidance. | | |
| Committee Role | Outgoing Committee | Incoming Committee |
| Beyond the role description, what other considerations are there for your role? | What would you like to see from your new role? |
| President |  |  |
| Treasurer |  |  |
| Wellbeing & Inclusion Ambassador |  |  |

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| Many student groups have a number of committee roles that are not core such as Secretary, Events Manager, First Year Representative among many others. There are a lot of options depending on the needs of each student group.  If this applies to your student group, please also fill in the below table for each of your committee roles.  We have some example committee role descriptions for non-core committee roles in the same committee role descriptor document linked above and here, so please take a look. | | |
| Committee Role  (E.g., Secretary) | Outgoing Committee | Incoming Committee |
| What does this role do? | What would you like to see from your new role? |
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**Website Update**

* Have you updated and included the following?
  + An up-to-date description of the student group
  + Society/Club photo!
  + What does your student group offer? I.e., Taster sessions, Trials, Weekly meetups, Training sessions, Campus Leagues, Volunteering, Welfare support, Socials and anything else!
  + Any awards won? (The SU should have some graphics for these!)
  + Links to social media/email
* Have you handed over all Passwords for social media?
* Add the completed Handover document to your page.

**Freshers Fair**

As an affiliated Student Group, you will be able to have a table at the Freshers’ Fair at the start of the next academic year, the biggest student engagement events of the year. Here are some important dates:

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| **A level Results Day** | August 15th 2024 |
| Main Sports & Societies Fairs | **September 24th** & **September 25th** |
| Give-it-a-go weeks | **September 28th – October 13th** |

A level results day is important as it’s the time when prospective students are fully committing to their chosen Universities and will start properly looking at Sports & Societies.

We will send out a survey via email within the summer to ask if you wish to attend the main Freshers Fairs, **please look out for your emails** as we won’t be able to accept late responses or Student Groups that haven’t fully completed their affiliation documents due to the planning that goes into this sort of event.

It’s important to also remember that there may be other events or Fairs in September and January you can use to promote your Student Group.

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| **Events and Activities** | | | |
| Outgoing Committee: | | | |
| Activities and events completed in the 2023/24 year. | Was this activity successful? | If not, what would you have done differently? | Would this be something the new committee could continue? |
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| **Reflection**  Some general comments to support the Incoming Committee. |
| Outgoing Committee:  What would you have liked to have known before you started your role? |
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| **Recruitment**  Recruiting new members is a key part of a new year for a student group. |
| Outgoing Committee:  What advice can you give the incoming committee for recruitment and making the most of September Welcome, Freshers’ Fairs and Give it a Go sessions? |
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| **Plans for the year** |
| Incoming Committee:  Can you briefly outline some of your plans for the Student Group this year? |
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Signatures of handover given by all members of the **Outgoing** Committee:

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Signatures of **adequate** handover received by all members of **Incoming** Committee:

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**Please contact** [**unionactivities@le.ac.uk**](mailto:unionactivities@le.ac.uk) **for support with this document should you have difficulties.**

**Incoming Committee:** Best Practice and top tips!

1. SU Activities Team: [unionactivities@leicester.ac.uk](mailto:unionactivities@leicester.ac.uk)

* Student Opportunities Manager – Megan Robertson

1. Team Leicester Clubs – [teamleicester@leicester.ac.uk](mailto:teamleicester@leicester.ac.uk)
   1. Sport Experience Manager – Lewis Jones -
   2. Team Leicester Development Contact – Stephen Bayley
2. SU Officer Team.

* Jack McDonald (2023/24 Activities Officer) [su-activities@leicester.ac.uk](mailto:su-activities@leicester.ac.uk)
* Joe Hyett (2023/24 Sports Officer) [su-sports@leicester.ac.uk](mailto:su-sports@leicester.ac.uk)

1. Student Opportunities.

* Societies Council <https://www.leicesterunion.com/opportunities/societies/societiescouncil/>
* Sports Council <https://www.leicesterunion.com/opportunities/sports/sportscouncil/>

1. Finances!

* If you are a President/Club Captain **do not** submit finance requests! This will not allow you to approve the reimbursement delaying the pay-back process!
* **Fuel**: To reimburse fuel, you should use a route checker, such as AA Route Map and utilise the fuel rates of 0.45 pm per mile for all miles *(This is an updated students union policy)*. A copy of the route and calculation can then be used as evidence to attach.

1. Room Bookings

* All bookings must be requested here (add link) **2 weeks** before the event/session.

1. Grant Funding <https://www.leicesterunion.com/opportunities/societies/committeehub/studentgroupfinance/>

* All students can apply for Grant Funding. All applications are reviewed and results are given **monthly.**

1. Charity Donation, Sponsorship and Event Notification Forms

* Charity Donation Form <http://www.leicesterunion.com/surveys/SGCharityDonation>
  + You are not able to donate directly to a charity. It is legislation that we make the payment through SU Finance.
* Sponsorship Form

<https://www.leicesterunion.com/opportunities/societies/committeehub/studentgroupfinance/>

* + All sponsorship agreements must have been completed SU Documentation and signed by all committee members, sponsors and SU Staff.
* Event Notification Form <https://www.leicesterunion.com/surveys/eventnotification2122/>
  + All events must be sent via our form for on and off-campus events. Team Leicester Clubs – All informal sporting events must come through the event notification form to the Students’ Union.

1. Committee Newsletter

* The Activities Team will send out a weekly newsletter with important information for committees, so please keep an eye out!

1. Freshers Fair

* To have a table at our Freshers’ Fairs, please tick the box in the handover section of this document. This will be your biggest drive of recruitment for the year, so please indicate now whether you would like to be a part of it!

1. Safezone

* This year we are introducing an app called Safezone to our student groups, The app allows you to alert University Security via your mobile phone if you ever need urgent assistance or first aid, or if you have an emergency while on campus or any University-related buildings/areas. More information on Safezone will be provided to you through our committee workshops.

This App will also offer support to our activities department and our student groups when you are going on trips in the UK and Internationally.

Please download the app here <https://le.ac.uk/study/student-support/safezone>

1. Perks of your student group being affiliated with the Students’ Union!

* A Development Contact for your student group.
* Grant Funding Eligibility of up to £1500 if your application is approved.
* Support with committee elections.
* Complaints Support
* Free hire of University spaces as well as porter and cleaning services via our Event Notification Form.
* Dedicated Webpages on our Website.
* A table at our Freshers & Refreshers Fairs should you confirm attendance.
* Voice for Students
* A dedicated Student Group finance account (known as a Fundraiser Account)
* Insurance cover provided for vehicle hire using this link: [Student Group Transport (leicesterunion.com)](https://www.leicesterunion.com/opportunities/societies/committeehub/studentgrouptransport/)