Student Group Handover

Outgoing Individual Role Handover

**What is Student Group Handover?**

Student Group Handover happens between March and June every year and is the process where the outgoing committee teaches the incoming committee about their roles. Achieving the best handover possible is important to ensure your Student Group can hit the ground running next year.

We know that organising your committee role’s handover can be difficult and want to assure you that the Activities & Volunteering Team is on hand to answer any questions. Our working hours are 10am-4pm Monday to Friday and you can get in touch at [unionactivities@le.ac.uk](mailto:unionactivities@le.ac.uk)

**Where can I find further information?**

You can find further information about committee handovers in our [Student Group Handover and Affiliation Handbook](https://www.leicesterunion.com/opportunities/societies/committeetraining/).

**How should I handover my role?**

There is not a set way to handover your committee role however, you should consider the following:

* **Methods:** What works best for your role? Is it shadowing, meeting 1:1 or as a team? We recommend creating a handover document (see below) to accompany your other training.
* **Reflection:** What was good about your handover? What do you wish you had been told?
* **Tailoring:** What are the incoming committee least confident about?

**Areas to Consider**

Every committee position for every Student Group is slightly different. However, there may be some areas you want to consider such as:

* Contacts: What are they like? How best to contact them?
* Dates for Calendars
* Campaigns and Projects
* Your Tips and Tricks

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| List the key responsibilities for your Committee Position |
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| What successes and achievements did you have whilst on Committee?  *Think about what you wanted to happen, what did happen, what got in the way and what needs to happen now.* |
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| What challenges did you face whilst on committee? How did you overcome them? |
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| List the ongoing projects for your committee position |
| * **Name of Project:** * **Brief Overview:** * **Next Steps:** * **Deadline/Project Completion Date:** * **Name of Project:** * **Brief Overview:** * **Next Steps:** * **Deadline/Project Completion Date:** |
| What tips would you give to your successor? |
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*Feel free to customise and/or add more questions for your specific committee role!*