Student Group Handover

Whole Outgoing Committee

**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 Student Group’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

**How does the Students’ Union help?**

We have created this document to help your outgoing committee ensure that your handover includes the core areas of running a Student Group.

We will also be delivering workshops throughout the summer on these topics. We will also be inviting all Student Groups to a handover-specific development meeting in Term 3.

Additionally, all Committee Members receive compulsory online Students’ Union training. This means your handover can focus your handover on areas specific to your Student Group. Our modules include:

* Your time on Committee
* Wellbeing for Student Groups
* Inclusion for Student Groups
* Student Group Finances
* Student Group Events
* Understanding the Union Website
* Marketing your Student Group

**How should my Student Group handover?**

There is not a set way to handover your Student Group. 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?
* **Documentation:** A handover document should include all the information you need to run your group. Look further in this document for things to include for your role specifically alongside the committee as a whole.
* **Location:** This year, committee handover will need to be digital in line with Covid-19 restrictions. Some platforms you could consider using are [Zoom](https://zoom.us/), [Discord](https://discordapp.com/) and [Microsoft](https://hangouts.google.com/) [Teams](https://www.microsoft.com/en-gb/microsoft-teams/group-chat-software)

Preparing for Handover

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| **Action** | **Lead Committee Member(s)** | **When is this happening?** | **Notes** |
| Organising **one to one meetings** between incoming and outgoing committee members |  |  |  |
| Organising an all-Committee handover meeting |  |  |  |
| Assisting incoming committee with Affiliation Document completion **(due by July 1 2022)** |  |  |  |
| Committee Reflection (see more information below) |  |  |  |
| Finances (see more information below) |  |  |  |
| Social Media and Promotion (see more information below) |  |  |  |
| Student Group Events (see more information below) |  |  |  |

Finances

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| **Action** | **Lead Committee Member(s)** | **When is this happening?** | **Notes** |
| Helping the incoming committee form a budget |  |  |  |
| Teaching the new committee about how to apply for **funding** for the next academic year (from the SU or University, etc.) |  |  |  |
| How much money does your Student Group have in your funding account?*If you are unsure, contact* *unionactivities@le.ac.uk**.*  |
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| Sponsor details *Include contact information, the nature of the sponsorship and any additional details including contracts!*  |
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| What are the regular costs of running your Student Group? *Think about equipment, coaching costs, trips etc!* |
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Events

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| What events did your Student Group run this year/in previous years?*Think about online events, regular events (i.e training and rehearsals) and competitions!* |
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| What key contacts does your Student Group need to run these events?*Think about coaches, venues, teachers, external speakers and more!*   |
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| How did you organise these events?  |
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Social Media and Promotion

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| **Action** | **Lead Committee Member(s)** | **When is this happening?** | **Notes** |
| Sending the incoming committee all logos/templates for your Student Group |  |  |  |
| Teaching the new committee about how to update the Students’ Union webpage |  |  |  |
| What are your logins/passwords?*Make sure to include your Social Media Passwords (Instagram, Snapchat, Twitter, Facebook)*  |
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Outgoing Committee Reflection

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| What went well last year? What did you learn from this? |
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| What events did your Student Group run last year? |
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| What didn’t go so well? What did you learn from this? |
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