**University of Leicester Students’ Union**

**Committee Handover Document 25/26**

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.

|  |
| --- |
| **Student Group name:** |
|  |

|  |
| --- |
| **Names of outgoing and incoming committee completing the document:** |
| Committee Role | Name of Outgoing Committee  | Name of Incoming Committee  |
| President |  |  |
| Treasurer |  |  |
| Wellbeing & Inclusion Ambassador |  |  |
| Please add any additional roles |  |  |
| **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 or responsibilities are there for your role? | What would you like to do this year to further expand on this? |
| President |  |  |
| Treasurer |  |  |
| Wellbeing & Inclusion Ambassador |  |  |
| Please add any additional roles |  |  |

|  |
| --- |
| **Events and Activities** |
| Activities and events completed in the 2024/25 year. | **Outgoing Committee:** Was this activity successful? | **Outgoing Committee:** If not, what would you have done differently? If yes then how could the next committee expand on it? | **Incoming Committee:** Would this be something the new committee could continue and how could you develop it? |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

|  |
| --- |
| **Reflection**Some general comments to support the Incoming Committee. |
| Outgoing Committee:What would you have liked to have known before you started your role? |
|  |
| **Documents and Resources** |
| Outgoing Committee: Please use this space to link any resources that are useful for the incoming committee as well as leave information on where crucial documents or information can be found. This can include links to documents or webpages. |
|  |

|  |
| --- |
| **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 |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

Signatures of handover given by all members of the **Outgoing** Committee:

|  |
| --- |
|  |

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

|  |
| --- |
|  |

**Please contact** **unionactivities@le.ac.uk** **for support with this document should you have difficulties.**