University of Leicester Students’ Union

Committee Handover Document

1. Student Group name:

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1. Names of outgoing and incoming core committee completing the document:

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1. 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.

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| Current Equipment | Where is it stored? | New inventory? | Have you reviewed the cleanliness of your space? Y/N |
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1. Your Role on Committee!

* 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.

**President/Club Captain**

The role of the President/Club Captain of the Student Group is to ensure they oversee the smooth running of the group. This individual will be the **core** representative of the Student Group to the University of Leicester Students’ Union, the University of Leicester and any external bodies i.e., BUCS.

You will ensure that all Student Group activities are appropriately coordinated and executed with all relevant paperwork, which will be submitted to the Activities and Volunteering Department. As well, you will ensure all committee members fulfil their constitutional duties, whilst ensuring delegation of responsibilities takes place for roles not filled.

**Outgoing President/Club Captain: What does this role entail?**

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**Outgoing President/Club Captain: What would you like to see from this role in future?**

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**Treasurer**

The role of the Treasurer of the Student Group is to first and foremost keep an accurate record of all expenditures and income of the Student Group. It is vital to ensure that the Treasurer is prompt with reimbursements of all approved expenditures and processing deposits and withdrawals from the Student Group account.

The Treasurer of the Student Group will also act as the primary signatory for the fundraiser account, as well as the coordinator for grant funding applications and potential financial dealings and sponsorships of the Student Group.

**Outgoing Treasurer: What does this role entail?**

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**Outgoing Treasurer: What would you like to see from this role in future?**

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**Wellbeing and Inclusion Ambassador**

The role of the Wellbeing and Inclusion Ambassador is to be the main point of contact for any issues or general concerns a member of the Student Group may have. It is **vital** to not act as a counsellor but as a sign-poster to the Students’ Union or University advice services.

Whilst you will uphold the values of policies and codes of conduct, promoting them to the rest of the student group, you will also retain the confidentiality of problems you face, escalating them to the Students’ Union.

**Outgoing Wellbeing & Inclusion Ambassador: What does this role entail?**

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**Outgoing Wellbeing & Inclusion Ambassador: What would you like to see from this role in future?**

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**Outgoing Committee Roles (Not Core)**

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.

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| **Role** | **What does your role entail?** | **What would you like to see from this role in future?** |
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1. 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.

Signed:

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| Old Committee | New Committee |
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* 1. 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. The current proposed dates for the 2023/24 Freshers Fairs are **September 27th** and **September 28th**, which we recommend you put in your calendars already. We will contact you should these dates change.

We will send out a survey via email within the summer to ask if you wish to attend, **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.

1. Common Events and Activities

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| Activities completed 2022/23 | Was this activity successful? | If not, why was this activity not successful? | Would this be something the new committee could continue? |
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Signed:

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| Old Committee | New Committee |
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1. Did you collaborate on any events this year?

* Outgoing Committee: List the groups you collaborated with this year!

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1. Reflection

* Outgoing Committee: What would you have liked to have known before you started your role?

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1. New Student Recruitment

* Outgoing Committee: What advice can you give the incoming committee for making the most of Freshers’ Fairs and Give it a Go session?

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1. Incoming Committee: What are the Long-Term plans for your Student Group?

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Signature of Approval by Union Activities Staff Member:

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Signature of handover given by **Outgoing** Committee:

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Signature of **adequate** handover received by **Incoming** Committee:

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

1. Your main contacts!

* Jack McDonald (2022-24 Activities Officer) [su-activities@leicester.ac.uk](mailto:su-activities@leicester.ac.uk)

Archie Robinson (2022/23 Sports Officer, 2023/24 President) [su-president@leicester.ac.uk](mailto:su-president@leicester.ac.uk)

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

* Activities Department: [unionactivities@leicester.ac.uk](mailto:unionactivities@leicester.ac.uk)
  + Student Opportunities Manager – Megan Robertson
  + Union Development Contact - TBC
* Team Leicester Clubs – [teamleicester@leicester.ac.uk](mailto:teamleicester@leicester.ac.uk)
  + Sport Experience Manager – Lewis Jones
  + Team Leicester Development Contact – Stephen Bayley

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 being affiliated with us!

* 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/)