# Guide to Online Committee Handover

With social distancing measures in place for the foreseeable future, we wanted to provide Student Groups with comprehensive support on how to go about completing a committee handover online.

This guidance is by no means exhaustive, and is intended as a platform for you to build from. Please edit this document and add in anything that you think should be included in your handover.

**Remember:** If you require any more assistance, the Activities & Volunteering department are on hand to help Monday-Friday, 10am-4pm – get in touch at unionactivities@le.ac.uk.

## Getting Started

Preparing your Handover for Success

The first step to handover success is to reflect and think about the handover you received when you first started on committee. What was good about it? What do you wish you had been told? Use your memories of being a new committee member to improve your handover to the incoming committee.

You should also ask the new committee members what they are least confident or uncertain about, as well as what they’re excited about for the next academic year! You can then use this information to help tailor your handover to their specific needs.

Isolation Communication

Committee handover meetings normally take place in-person, but there’s no reason why you can’t have your meetings on video chat (or over the phone if necessary). Some platforms you might want to consider using are:

* [Skype](https://www.skype.com/en/)
* [Zoom](https://zoom.us/)
* [Discord](https://discordapp.com/)
* [Google Hangout](https://hangouts.google.com/)

## Organising Handover

Organising handover can seem daunting at first, but use the steps and checklists below to guide you.

1) Arrange One-to-One Meetings

These should take place for every member of the incoming and outgoing committee (e.g. the 2019/20 kit secretary meets with the 2020/21 kit secretary, and so on).

During these meetings, you should talk about:

* **Role-Specific Duties**: For example: the Treasurers talk about the budget, the Publicity officers talk about social media design templates, logos and branding, etc.
* **Contact Details:** To keep good relations, it’s advised to hand over contact details for anyone your Student Group works with / has worked with.
* **Compile a Handover Document:** This should be created for each committee role that gets updated every year. In this, think about the average week in your role, alongside anything that you have found useful. For example: the best place to buy team kit, any deals you’ve utilised for your group’s events and socials, things you wish you’d known, etc.

2) Hold a meeting with the Entire Incoming and Outgoing Committees

During this meeting, you should talk about:

* Completing your **Student Group Affiliation Documents** (see below)
* Completing your **Committee Training Modules**
(Remember that all committee members must complete the five compulsory modules by July 1 2020).
* Handing over **contact details** for anyone your Student Group works with / has worked with
* Handing over all **social media** and **online account passwords**
* Student Group **funding account balance**
* Student Group **budget**, including any funding to apply for
* Handover of where **equipment** is stored
* Outgoing Committee – Reflect and Share (see below)
* Incoming Committee – Plans for Recruitment (see below)
* Student Group Inclusion Plan (see below)
* Any other Student Group-specific or committee role-specific information and/or resources

# Resources

Student Group Affiliation Documents
To remain affiliated with the Students’ Union in the year 2020/21, your Student Group must submit these documents electronically to unionactivities@le.ac.uk by **July 1 2020**. Full details and instructions of how to complete these can be found in our online training guide: [Student Group Handover & Affiliation Documents.](https://www.leicesterunion.com/opportunities/societies/committeetraining/)

* Student Group Constitution
* Master Risk Assessment
* Inventory
* Submit documents to the Students’ Union

Outgoing Committee – Reflect and Share

Use the template to reflect on your time as a member of your Student Group’s committee and to inform your handover.

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| What went well last year? What did you learn from this? |
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| What didn’t go so well? What did you learn from this? |
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| What skills did you learn on Committee?*How did you gain these skills?* *How would you articulate these to future employers?* |
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Incoming Committee – Planning for Next Year

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| Plans for Recruitment |
| What are your Student Group’s Unique Selling Points? | How will you advertise this? (Activities Fair, promotional material, social media etc.) | Action required and by whom(For example: Complete event notification form)  | Date due |
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Things to consider:

* *What is your budget for promotional materials?*
* *How will you ensure you are using sustainable promotional materials?*
* *How will you appeal to all students? (Not just 18 year old, first year, home students)*
* *Key dates (Highers, A Level Results Day, Freshers Week)*
* *What about students who are here over summer?*

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| Plans for Events |
| Activity/Event/Social Name  | Description | Action required and by whom(For example: Complete event notification form)  | Date due |
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Student Group Inclusion Plan

Use this table to help inform your Student Group’s strategy in making your activity a more inclusive space. How can you work together to ensure that all students are able to participate, and feel welcome in your student group?

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| --- | --- | --- | --- |
| **Aim**Think about – reducing barriers to inclusion, celebrating diversity, increasing education and knowledge | Why is this important to your Student Group or the Student Body? | Action required and by whom | When? |
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Things to consider:

* *Are there any campaigns from the University, Students’ Union, or other Student Groups that you could get involved with? For example you could take part in LGBT+ history month, Black history month, World Mental Health Day, etc.*
* *Could you collaborate with another Student Group? Who?*
* *Could you apply for*[*Students’ Union Grant Funding or the Equity and Inclusion Fund*](https://www.leicesterunion.com/opportunities/societies/committeehub/studentgroupfinance/)*?*

Handover Checklist

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| --- | --- | --- | --- | --- |
|  | **Action** | **Date Scheduled**  | **Completed?**  | **Notes** |
| **Student Group Affiliation Documents** | Constitution Updated |  |  |  |
| Risk Assessment Updated  |  |  |  |
| Inventory Updated  |  |  |  |
| Documents submitted to Students’ Union |  |  |  |
| **Committee Development** | One to one meetings between incoming and outgoing committee |  |  |  |
| All-Committee Handover Meeting |  |  |  |
| Term 3 SU development Meeting  |  |  |  |
| Key Contacts handed over  |  |  |  |
| Inclusion Plan completed |  |  |  |
| **Training** | Committee Training Completed |  |  |  |
| **Finance** | Student Group Account Balance  |  |  |  |
| Sponsorship Details |  |  |  |
| Budget  |  |  |  |
| Applying for funding (from the SU or University, etc.) |  |  |  |
| **Online** | Students’ Union Website Updated |  |  |  |
| Social Media Passwords  |  |  |  |
| Social Media New Committee Introduction |  |  |  |
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| **Storage** | Removal and recycling of items no longer required (Please consult SU for group-owned items)  |  |  |  |
| Handover of where equipment is stored |  |  |  |
| **Group Specific/ Other**  |  |  |  |  |
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