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# Club/Society Committee Handover Template

In order to help your club or society get ready for the next academic year and hand over all the relevant information to your new committee, we’ve created this short handover template for you to fill out. Please complete this document and email it to your new committee, cc’ing [su.activities@ucl.ac.uk](mailto:su.activities@ucl.ac.uk) into your email. Please note, this guide does not replace training or our guidance on our website. Ultimately, all the up-to-date information you need will be in our training or on our website, and our website should be your first point of call for any questions you have. Your individual club/society handover document helps you pass on information specific to your group, such as social media passwords or key contacts for your group.

## President and Treasurer Hub

For further in-depth information and how-to-guides, please visit the President and Treasurer Hub:

<https://studentsunionucl.org/president-and-treasurer-hub>

## **Section A**

## Club/Society Details

Please complete the table below. We’ll also send out an email to your club/society with all of the details below, so don’t worry if you don’t have all the information to hand. All clubs and societies are provided with an @ucl.ac.uk email address, which your group should use to email your members or to organise any events and activities. We don’t recommend using any other email providers, as we cannot guarantee they are GDPR compliant. If you do have another mailbox that you use, please provide the details in this handover document.

|  |  |
| --- | --- |
| Club/Society Details | |
| Club/Society name: |  |
| Finance code: |  |
| Club/Society email: (@ucl.ac.uk) |  |
| Standard membership fee:  (Please add rows if you have multiple memberships) | £ |
| Club/Society category: |  |

## Social Media Pages

Please use the space below to record any log-in details and passwords, such as those for social media platforms. It’s important to ensure all passwords are secure and changed frequently. As a minimum we recommend each new committee sets a new password each year.

|  |  |  |  |
| --- | --- | --- | --- |
| Platform | Log-in Details | Password | Web link |
| Facebook |  |  |  |
| Twitter |  |  |  |
| Instagram |  |  |  |
| External website |  |  |  |
| Any other email addresses |  |  |  |
| Other |  |  |  |

## Key Contacts

Key contacts could include suppliers of equipment, coaches and instructors, ongoing sponsors or individuals to contact for venue hire.

|  |  |  |  |
| --- | --- | --- | --- |
| Contact Name | Role of Contact | Phone Number | Email Address |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Students’ Union Storage (if applicable)

If your club/society has access to any Students’ Union storage spaces, please include them below, including how to access them (some are easier to find than others!) and what is currently stored there. Principal officers will be able to collect keys from the Student Activities Reception once they have completed their training, so please make it clear which key they should ask for.

|  |  |  |  |
| --- | --- | --- | --- |
| Storage Space Name | Contents | Location | Notes |
| *e.g. Locker A* | *3 guitars* | *Bloomsbury Theatre Building, Level 2, Common Room* | *2 guitars in brand new condition, 1 needs to be repaired.* |
|  |  |  |  |
|  |  |  |  |

## Club/Society Inventory (if applicable)

If your club/society has any equipment that is used for activities and events, please include them below so that your incoming committee have a full inventory, including the location of items.

|  |  |  |  |
| --- | --- | --- | --- |
| Item (Union or club/society owned?) | Quantity | Price | Notes (e.g. storage location, condition and servicing schedules) |
| *e.g. PA System* | *1* | *£170* | *Stored in the Jazz and Folk Cupboard Bloomsbury Theatre 2nd Floor.* |
|  |  |  |  |
|  |  |  |  |

## Sports Club Events & Competitions (if applicable)

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Dates | Location | Notes |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## Sports Club BUCS fixtures (if applicable)

Some TeamUCL clubs participate in BUCS (British Universities & Colleges Sport) and LUSL (London Universities Sports Leagues). See a full list of participating sports [here](https://www.bucs.org.uk/compete/sports.html). If you do not take part in weekly BUCS fixtures but you do take part in BUCS competitions e.g. Running and Athletics, Fencing etc., you will need to speak to the TeamUCL Sports Administrator to register your interest.

If your sport is not BUCS affiliated, that means you are responsible for registering for your competitions. The first place to check for competitions is your sports’ National Governing Bodies’ (NGB) website, e.g. Dodgeball’s NGB is “British Dodgeball”. Please speak to TeamUCL if you need support with this.

Please use the space below to include any information regarding BUCS fixtures.

|  |
| --- |
| BUCS/LUSL Details |
|  |

## **Section B**

## Current Committee Handover

You can use the space below to describe the main tasks for your role. Think about particular projects you have worked on this year and any information you would like your new committee to know about. You can add rows for any additional committee positions.

Example checklist:

* Explain your main tasks in this position on the committee
* List of tasks to complete over the summer
* Ideas for your new committee to introduce

|  |  |
| --- | --- |
| Role | Handover/ Tasks |
| President |  |
| Treasurer |  |
| Welfare Officer |  |

## Successes & Improvements

Use this space to outline three successes your club/society has achieved this year. It’s important to reflect on what went well so that your new committee can continue with your projects and initiatives.

|  |  |
| --- | --- |
| Number | Outline/Description |
| 1: |  |
| 2: |  |
| 3: |  |

Use this space to outline three improvements your club/society should make next year. Throughout the year things don’t always go to plan and can be improved, so you can let your new committee know your thoughts here.

|  |  |
| --- | --- |
| Number | Outline/Description |
| 1: |  |
| 2: |  |
| 3: |  |

## Key Club/ Society Events

Please refer to your constitution for further information on your usual key events throughout the year. In this handover document you might consider:

* Which committee member(s) are responsible for running the event?
* Was the event successful?
* What made it (un)successful? Consider your budget, or members’ feedback.
* What could be done to improve the event in the future?

|  |  |  |  |
| --- | --- | --- | --- |
| Event | Dates (approx..) | Location | Notes |
| *e.g. Christmas Games Night* | *10-12-2021* | *Zoom* | *Advertise on social media 3 weeks in advance.* |
|  |  |  |  |
|  |  |  |  |

## Club/Society Deadlines

Please use this space to include deadlines relevant to your club or society, which your committee may need to know about over the course of the year. This might be the date your pitches need to be booked, when coaches need to be in place by, when NGB affiliations need to be submitted, or when sponsors need to be contacted.

Please note, the Student Activities Team will regularly email your president and treasurer all key Union deadlines, such as those for elections, throughout the year. You must check your emails regularly throughout the year to ensure your club/society does not miss any important deadlines.

|  |  |  |  |
| --- | --- | --- | --- |
| Task | Lead | Deadline Date | Notes |
| *e.g. Sign on sponsors* | *Treasurer* | *12-08-2021* | *Contact primary sponsor for a contract* |
|  |  |  |  |
|  |  |  |  |

## **Section C**

## Additional Information

Please use this space to include any other handover notes and specific information to your club/society. Every club/society is unique in the way they function, so it could be helpful to include things such as specific role duties for your committee, team tactics, welfare events, socials, or international/national trips.