

**Committee Handover**

A good handover can make all the difference for an incoming committee. It can support them as they learn how to complete their new roles and ensures knowledge that you have learnt over your time on committee isn't lost at the end of the year. It is really important to have a good, thorough handover following your Annual General Meeting (AGM) to prepare the new committee for the year ahead. Once your new committee has been elected, please give them the opportunity to shadow the outgoing committee so they have a better idea of what to expect next year. As this year has meant a lot of restrictions and no in person activity, you might not know the incoming committee, we recommend setting up an online meeting or sessions with you all so you can discuss all the things you would if you could all meet in person.

**Handover document**

Creating a Handover Document is a great way to support new committee members long after you have left the committee. It is a record of the things that you have done throughout the year and reviews what worked and what didn’t. It means committee members don’t start from scratch and can learn from your experiences.

**Please refer to the handover checklist so you can ensure you have ticked all areas off.** You can create your Handover Document however you like, although we recommend using a Google Document as multiple people can access and edit the document at the same time and can be easily updated passed over each year.

**Things to include in a Handover Document:**

* Core documents – e.g. the group constitution, risk assessments,
* Descriptions of each role and their responsibilities
* Key Contacts in the SU, your group, any external organisations you work with.
* Review the year and support/discuss ideas on areas for future development/improvements.
* List of events you have run, descriptions of organisation, what went well/what didn’t.
* Check new committee can access accounts e.g. for social media or group email and have the right usernames and passwords.
* Group-specific information that will support them into the next year.
* Show the new committee the SU Committee Hub area and their SU page. (website permissions go live for the incoming committee on the 1st August)

If you have any queries, just get in touch with your Coordinator who will be able to advise and support you through the process.