# Student Groups Committee Handover Template

Handing over a society to the next set of committee members can seem daunting, but your Students’ Union is here to make that process easier. This is our 2024 Committee Handover document, which will assist you in ensuring that your society is set up for a bright future after you have finished your time on the committee.

Please fill out the document and send it over to your new committee. **Please CC** [**sucommunities@city.ac.uk**](mailto:sucommunities@city.ac.uk) **in this email, or send the document over to us separately.** This will ensure we have a back-up for your new committee in case the document ever gets lost.

## **Section A – Key Details**

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| --- | --- |
| **Student Group Details** | |
| Name: |  |
| Society email address (if applicable) |  |
| Standard membership fee: | £ |
| Associate membership fee: | £ |

## Social Media and Communications

The table below can be used to pass down any social media pages. This is key for your group’s success, so please ensure you hand down as much information as you have! You can use the ‘notes’ column to add any comments you think are necessary for the next committee to know.

Please leave blank any platforms your society doesn’t use, and add any that are missing.

|  |  |  |  |
| --- | --- | --- | --- |
| **Platform** | **Email/Username** | **Password** | **Notes (if applicable)** |
| Society email account |  |  |  |
| Instagram |  |  |  |
| WhatsApp group chat |  |  | (insert link) |
| Twitter |  |  |  |
| LinkedIn |  |  |  |
| Facebook |  |  |  |

## Key Contacts

Please use this section to pass down the details of any key groups or individuals. This could be organisations that sponsor your group, suppliers used for purchasing merchandise, staff contacts within City departments, or just general people that your group should maintain their relationship with! This can include contacts both within and outside of City.

You can see an example in the first line. Please add or delete rows as you need.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Contact Name** | **Role of Contact** | **Phone Number** | **Email Address** | **Notes** |
| *Dr. Society* | *Lecturer in City Law School* | *0207 040 0000* | [*Dr.society@city.ac.uk*](mailto:Dr.society@city.ac.uk) | *Lecturer that donated to our group* |
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## Inventory (if applicable)

If your group has any equipment in the Societies Storage Cupboard or elsewhere, please provide details here.

**Please note that society equipment must remain in storage for the next committee, and cannot be kept by individuals leaving the committee.**

You can see an example in the first row.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item (Union or club/society owned?)** | **Quantity** | **Price** | **Location (please be precise)** | **Notes** |
| *Guitar* | *1* | *£100* | *Soc cupboard, first shelf on the left* | *Bad condition, may need to buy a new one this year* |
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|  |  |  |  |  |

## **Section B – Events, Tasks and Things to Note**

## Current Committee Roles

Please use this section to describe what each committee member has been doing this year. This includes any specific campaigns or projects, any events, etc. Committee roles may change, but this will guide the new committee and provide an example of how a functioning committee may look.

Please add or delete roles as necessary.

|  |  |
| --- | --- |
| **Role** | **2023-24 Role Description** |
| *Example: Sports Officer* | * *Worked on societies varsity competition* * *Handled 5-aside football team* * *Booked pitches and courts through CitySport* * *Filled out any Events Forms relating to Sports* |
| President |  |
| Finance Officer |  |
| Communications Officer |  |

## Key Events

Please use this section to refer to any events that you run annually. Not all student groups will have these, but if you do, please provide the incoming committee with as much information as possible. You may also want to use this section to provide any feedback or suggestions for improvement.

You can see an example in the first row.

|  |  |  |  |
| --- | --- | --- | --- |
| **Event** | **Dates (2023-24)** | **Location** | **Notes** |
| *Annual Soup Society Ball* | *15th December 2023* | *Great Hall* | * *Contact SU by September* * *Contact Soup Caterers for cheap catering services* * *Tickets were too expensive last year* |
|  |  |  |  |
|  |  |  |  |

## **Section C – Incoming Committee Checklist**

Finally, please use this section as a checklist for the new committee.

We have included some from the SU, **please leave these in there.** You can then add any extra that you’d like.

|  |  |  |  |
| --- | --- | --- | --- |
| **Task** | **Deadline** | **Complete?** | **Notes** |
| Attend the Committee Training Conference | 5th June |  | [Event is on the SU website to sign up.](https://events.citystudents.co.uk/event/society-committee-training-conference/225317) |
| Read the Student Groups Handbook 2024 | 1st August |  | More information on the [Committee Hub](https://www.citystudents.co.uk/community/groups/hub/). |
| Book in your Society Development Meeting | 20th September |  | More information on the [Committee Hub](https://www.citystudents.co.uk/community/groups/hub/). |
|  |  |  |  |
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## **Additional Information & Suggestions**

Please use this section to outline any additional information, suggestions or general notes you think the incoming committee or SU should know.

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