**society committee handover**

**2024-25**

**name of society: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

### **Introduction**

Welcome to the Society Committee Handover Document for 2024-25!

This document is designed to help you pass on all the key information from the outgoing committee to the incoming one. A thorough handover ensures a smooth transition, provides the new team with all the resources and guidance they need, and keeps your society running smoothly.

#### **Why is this document important?**

* It captures all the critical information your society needs to continue running effectively.
* It helps incoming committee members understand their roles and responsibilities from day one.
* It prevents valuable information from being lost during the transition.
* It sets the new committee up for success by providing clear guidance and contact details.

#### **General Guidance on this document**

This document is here to help you pass on all the key info from the outgoing committee to the incoming one. Outgoing committee members should fill out as much of this as possible before handing it over to the new team.

We’d also recommend having a quick face-to-face (or virtual) chat to go over everything, share any tips, and answer any questions. This will help the new committee get off to a great start and give them the confidence to take on their roles.

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**Tips for a Successful Handover**

* **Complete the Document:** Outgoing committee members should take the time to fill out this document as thoroughly as possible to ensure that no important details are missed.
* **Set Deadlines:** Ensure the document is completed and handed over by [insert date here], so there is enough time for a smooth transition.
* **Arrange a Handover Meeting:** Organise a meeting between outgoing and incoming committees to go through the document, share experiences, and clarify any questions.
* **Use Digital Tools:** Consider storing this document and all relevant resources (e.g., photos, templates) in a shared folder that the incoming committee can easily access.
* **Keep It Updated:** Encourage the incoming committee to update this document regularly to reflect any changes that occur throughout the year.

A successful handover makes all the difference in setting your society up for success. Thank you for taking the time to ensure a smooth transition for the new team!

**committee contact information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Outgoing Committee Information** | | | |
| **Committee Position** | **Name** | **UEA Username (abd21def)** | **Email Address** |
| President |  |  |  |
| Vice President |  |  |  |
| Treasurer |  |  |  |
| Health and Safety Officer |  |  |  |
| Equality and Diversity Officer |  |  |  |
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| **Incoming Committee Information** | | | |
| **Committee Position** | **Name** | **UEA Username (abd21def)** | **Email Address** |
| President |  |  |  |
| Vice President |  |  |  |
| Treasurer |  |  |  |
| Health and Safety Officer |  |  |  |
| Equality and Diversity Officer |  |  |  |
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**external contact information**

Has your society worked with any external companies you'd like to share details about? This could include sponsors, merchandise providers, or travel companies. If so, please add their details below!

|  |  |  |  |
| --- | --- | --- | --- |
| **Contact’s Name** | **Contact’s Email/Phone number** | **Company they work for** | **How did they work with your society?** |
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**uea(su) contact information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Role** | **Talk to for…** | **Name** | **Email Address** |
| Activities and Opportunities Officer | Anything to do with the student experience, improving clubs and societies, student media, general concerns or questions about student opportunities at UEA | **Olivia Hunt** | [**olivia.hunt@uea.ac.uk**](mailto:olivia.hunt@uea.ac.uk) |
| Head of Activities and Communities | Complaints or incidents within student groups, emergencies or feelings about student opportunities on campus | **Adam Roche** | [**Adam.roche@uea.ac.uk**](mailto:Adam.roche@uea.ac.uk) |
| Activities and Communities Manager (Events) | Event planning, high-risk activities, guest speakers, risk assessments, Open Spaces applications, and filming permissions | **Victoria Jackson** | [**v.jackson@uea.ac.uk**](mailto:v.jackson@uea.ac.uk) |
| SU Activities and Communities Team | 1st port of call. Anything to do with clubs and societies, Expenses365 app, club and society memberships, club and society price changes | **Activities and Communities Team** | [**Union.opportunities@uea.ac.uk**](mailto:Union.opportunities@uea.ac.uk) |
| Activities and Communities Coordinators | Committee training and committee elections. | **Kyle Callaghan and**  **Thar Myat** | [**Kyle.callaghan@uea.ac.uk**](mailto:Kyle.callaghan@uea.ac.uk)  [**t.myat@uea.ac.uk**](mailto:t.myat@uea.ac.uk) |
| Access and Participation Coordinator | Ideas on inclusivity and how to engage students from under-represented backgrounds in your groups, how to run and facilitate community building events and working with Peer Support Groups | **Matthew Cullum** | [**matthew.cullum@uea.ac.uk**](mailto:matthew.cullum@uea.ac.uk) |
| SU Finance Team | Any financial issues or questions to do with student group finance | **Kimeng Limbeu and Sarah Munday** | [**su.accounts@uea.ac.uk**](mailto:su.accounts@uea.ac.uk) |

# **account details for emails, group chats, social media accounts**

|  |  |  |
| --- | --- | --- |
| **Email and Social Media Account Information** | | |
| **Platform** | **Email Address/Username Info** | **Password** |
| Facebook | (+ page/group name) |  |
| Instagram |  |  |
| Twitter |  |  |
| LinkedIn |  |  |
| Discord |  |  |
| Society Email Address |  |  |
| …… |  |  |

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| --- | --- | --- |
| **Group Chat Information** | | |
| What Platform is it on? | Who is it for? | Who is the current owner/has admin control? |
|  |  |  |
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| --- |
| **Any other Technical Information to Handover?** |
|  |

# **locker information**

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| --- | --- | --- |
| **Does your society have a society locker?** |  |  |
| **What number is your locker?** |  |  |
| **Who has the key?** |  |  |

# **equipment inventory** This is an opportunity to list any equipment that your society communally own.

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| --- | --- | --- |
| **Item** | **Where is kept?** | **Notes (e.g. condition of item, anything extra to know)** |
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**events and activities**

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| --- | --- | --- | --- | --- |
| **Event or activity name** | **Description of the event or activity** | **When did you host the event or activity?** | **Where did you run the event or activity?** | **How did it go? What would you change?** |
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### **Key Planning Dates for Societies**

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| --- | --- |
| **Month** | **Events and Key Focus** |
| **June** | - New committee access to app and website starts  - Old committee access ends |
| **July** | - Society disbandment reviews |
| **August** | - Disbanded society locker contents claim deadline  - Media Law Training |
| **September** | - Welcome Week (Week Zero)  - Sports Exec Training  - Sports Committee Conference  - Societies Signatories Training (including Welfare, E&D, and Events Committees)  - Arrivals Week (new students arrive) |
| **October** | - Autumn Semester begins  - Society locker clear-out and reallocation  - Key awareness campaigns (e.g., Breast Cancer Awareness, Dyslexia Awareness Week)  - Halloween Events  - Black History Month |
| **November** | - Transgender Awareness Week  - Movember (Men’s Health Awareness)  - Stress Awareness campaigns  - Islamophobia Awareness Month  - World Vegan Month |
| **December** | - Autumn Semester ends  - Christmas/Winter celebrations  - Disability History Month |
| **January** | - Assessment Period  - Spring Semester begins  - Dry January  - Holocaust Remembrance Day |
| **February** | - LGBT+ History Month  - This Girl Can (Women in Sport)  - Race Equality Week  - Committee Signatories Election prep begins |
| **March** | - Committee Elections (Nominations, Voting, Results)  - Women's+ History Month  - International Women’s Day  - Ramadan starts (TBC)  - Easter Break begins  - Colour Run prep (UEA Sport) |
| **April** | - Spring Semester resumes  - Earth Day  - Derby Day (UEA Sport, TBC) |
| **May** | - Assessment Period begins  - Mental Health Awareness Week  - Committee Round 2 Elections  - TEAS and Sports Awards events |
| **June** | - Assessment Period ends  - Pride Month celebrations  - Men’s Health Week |
| **July** | - Graduation events  - Alcohol Awareness Week |

### **How to Use This Chart**

Think of this as your handy guide for planning society activities throughout the year! Here’s how it can help:

* **Plan Your Events**: Use this as a starting point to map out socials, campaigns, and key deadlines—stay ahead of the game and make your society shine.
* **Get Ready for Elections: Keep an eye on committee election**  timeframes in **March** and **May** so you’re all set when nominations open.
* **Tie in Awareness Campaigns:** Link your events to key awareness months or days to boost engagement and get your society involved in meaningful causes.
* **Stay on Top of Locker Deadlines**: Don’t forget deadlines in **August** (locker claims) and **October** (clear-outs and reallocation).

Keep this chart to hand, plan ahead, and make the most of your year—you’ve got this!