

# Society How To Guide

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## Handover

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## What is Handover?

Handover is one of the most important parts of the Society year. It is when after your Society AGM you hand everything over in regards to running the Society to the new committee. If you remember when you started as a new committee member you will probably think you didn't know a huge amount and so a great handover will be the best way to ensure the new committee know as much as they can.

A good handover will ensure:

- The society will continue being a success
- All the great knowledge you have learnt will be passed on
- We provide some great committee training but lots of the role will also be individual to the society and so this is the chance to learn this
- Continue the development of the society
- Learn from any mistakes or issues
- The new committee does not have to start from scratch
- Give the society flexibility to do what they want to do next year

## When to start thinking about handover?

It's never too early to start planning your handover, you should start preparing for handover as soon as you start as a new committee member. When you encounter a problem make a note of it, your replacement might have the same issues and it will help them overcome them. Remember to not leave the handover to the last minute, you want the society to have every success.

## How Should You Handover?

Handover can be done in a lot of different ways. It's best to think which will suit you as individuals and the society. The purpose of Handover is to pass on all the knowledge you have amassed as a Committee and individual Committee Members. Ways that you can handover could be:

- Meeting as an Old and New Committee
- Writing a Handover Document (as individuals or as a committee)
- Meeting separately as old and new committee members
- Shadowing committee members to conferences, committee meetings and at socials, events and activities.
- Or another way that you feel suits you best.

It may be helpful to write down your handover as you then don't risk forgetting to say something and there is also a physical copy for the new committee.

## Content of your Handover

The contents of your Handover will always be individual to your Society and the individuals involved. However here are some basics that you could cover during your Handover:

- A calendar of Events for last year
- A proposed calendar of Events for next year
- Passwords for all societies' social media and Gmail account.
- A review of events and activities that you ran
- Recommendations of events and activities to run next year
- Society Equipment
- Society Inventory
- Society Risk Assessments and Safety Documents
- Top Tips and Hints
- Issues that you might have had in the last year
- Useful Contacts
- Any ongoing issues
- Meeting minutes
- Information of any extra activities such as Volunteering and Fundraising
- Freshers' Fair Top Tips
- Sponsorship and Donation Information
- Any other advice that you might have

## Development Meetings and Handover

Having a Development Meeting is a key part of a Handover of a Society. Your Development Meeting will cover key aspects of being part of a Society Committee and will contain your Committee Training. This training is essential and it is a requirement that all new Committee Members take part in it.

After your Development Meeting, if held after the Easter Break the new committee will officially take over. It is here that you set the Aims and Objectives of the Society for the following year. We will also, after the Development Meeting give you access to your Society Webpage on the Students' Union website.

The Development Meeting will cover:

- Finance Training
- Trips and Transport Training
- Support and Representation
- Duty of Care

You can book your Development Meeting by emailing [suopportunities@uwe.ac.uk](mailto:suopportunities@uwe.ac.uk).

## Key Things to Remember

The following things are key to remember during Handover

### Passwords

- You must remember to handover Passwords and Logins for all accounts relevant to the Society. These could include:
  - Facebook
  - Twitter
  - Snapchat
  - Instagram
  - Gmail
  - Youtube
  - Doodle
  - DropBox
  - Websites

### Inventory

- Before leaving you should check that your inventory is up to date so that the new committee are aware of everything that is owned by the Society.
- If you have any Society Equipment this should be returned and sorted in the Opportunities Store or Lockers.
- The Inventory Form can be found here

### Development Review

- Before the Development Meeting the Outgoing Society and the Incoming Society must complete a Development Review Form.
- This must be submitted to [suopportunities@uwe.ac.uk](mailto:suopportunities@uwe.ac.uk) at least 24 hours before your Development Meeting.
- The Development Review Form can be found here

### Working as a Team

- A successful handover relies on the Committee working as a team.
- The best handovers that cover every aspect of the Society so working together will ensure this is all covered.

## Handing over your Roles and Responsibilities

Handover is part of the new committee learning about their positions and the roles and responsibilities that come with it. The old committee member should be able to tell the new committee member the kind of responsibilities that they had in the position. However our standard role descriptions should assist you in this and remind you of some responsibilities you might have forgotten about.

## President

- The President of an activity is the leader, who oversees all of the activities within the society.
- The President will need to provide support, advice and guidance to the other committee members throughout the academic year. Probably the most challenging role on the committee; you'll need experience of what the society does and a strong belief in the aims of the society.

### Personal Skills required

- Communication
- Dedication | Commitment
- People Management
- Motivating Volunteers
- Organisation
- Delegation

### Key Responsibilities

- To be main The Students' Union at UWE contact.
- Responsible for ensuring all membership fees are collected.
- Ensuring that all society good practice guidelines, codes of practices, risk assessments are followed.
- Arranging regular meetings of the society, including the AGM | EGM.
- Maintaining effective liaison with the VP Societies & Communications and Opportunities staff.
- Ensuring that the aims & objectives of the society are achieved.
- Ensuring that all accidents | incidents are reported as appropriate to the Opportunities Manager.
- Appointing appropriate Trip & Activity Leaders in conjunction with the society Equipment & Safety Officer.
- Ensuring the Societies Code of Practice & Safety Policy is strictly adhered to.
- Attending Societies & Communications Committee Meetings or sending a nominee in their absence.
- Understanding the broader picture whilst keeping the aims of the society in mind at all times.
- Maintaining committee enthusiasm – if you're not passionate, no-one else will.
- Adhere to The Students' Union at UWE finance policy.

## Treasurer

- Being a treasurer isn't just about handling money; it means knowing how your finances stand at any one time and planning accordingly.
- A key position in the delivery & development of the society.

### Personal Skills Required

- Well organised
- Numerical competence
- Communication
- Trustworthy

### Key Responsibilities

- Administer the society's finances.
- Responsible for the production of the society's annual budget request.
- Responsible for ensuring all membership fees are collected.
- Provide a full & detailed list of society members to the VP Societies & Communications by the end of the fifth week of the autumn term [or fifth week after ratification] & keep updated throughout the year.
- Be the signatory on all claim forms.
- Ensure that an income & expenditure account for the previous academic year is presented to the AGM & copies are sent to the Societies & Communications Executive via the VP Societies & Communications.
- Be accountable to the VP Societies & Communications.
- Organise affiliation to national governing bodies.
- Organise fundraising or sponsorship for your group.
- Adhere to The Students' Union at UWE finance policy

## Vice President

- This position is the backbone of the organisation of any society and ensures that things run smoothly.
- Emails need to be written, rooms need to be booked, competitions need to be entered and above all you need to communicate what's going on to your members so they stay interested and stay involved.

### Personal skills required

- Communication
- Organisation and time management
- Good written skills [for minutes and emails]

### Key Responsibilities

- To deal with all incoming communications & pass these on to the committee & or members.
- Responsible for ensuring all membership fees are collected.
- Organise fundraising or sponsorship for your group.
- Provide a full & detailed list of society members to the VP Societies & Communications by the end of the fifth week of the autumn term & keep updated throughout the year.
- To maintain accurate membership lists
- To keep members up-to-date about all society activities.
- Publicise meetings.
- Provide secretarial support to the society committee & issue minutes of meetings & agendas to society members & the VP Societies & Communications.
- Compile introductory material for new members in conjunction with the Equipment & Safety Officer & society committee.
- Arrange meetings and book rooms or venues
- Be aware of key dates for your society throughout the year
- Collect post from The Students' Union at UWE
- Organise AGM
- Adhere to The Students' Union at UWE finance policy

## Equipment & Safety Officer

- This role is only necessary for specific societies (please see list below role description) & can be held by an existing committee member.
- The role that does what is says on the tin & vital to certain societies.
- This role will incorporate the main body in charge of the condition of the equipment, equipment that may need to be renewed and the safety of the activities that take place.

### Personal Skills Required

- Organisation and time management
- Negotiation
- Strong attention to detail
- Communication

### Key Responsibilities

- Produce an annual equipment inventory & submit this document to the Opportunities Department by the deadline provided. Failure to do this will result in no budget allocation in the Autumn term.
- Responsible for ensuring all membership fees are collected.
- Store & maintain all equipment in accordance with manufacturers & governing body guidelines.
- Keep accurate & up to date safety records of equipment checks.
- Ensure along that all equipment issued for an activity is suitable for that purpose.
- Ensure that society's equipment is not used for unofficial trips.
- In conjunction with the Treasurer ensure the repair & disposal of unsafe equipment in consultation with the Opportunities Manager.
- To arrange in conjunction with the Opportunities for the purchase & replacement of items of capital equipment with the VP Societies & Communications and to advise the society committee of purchase.
- Ensure that the society | group | trip has a minimum of 2 first aiders.
- To ensure that risk assessments are regularly updated & revised.
- To ensure that the Code of Practice is regularly updated & revised.
- To ensure that society safety policy regularly updated & revised.
- To ensure that all sections of the society Logbook are updated.
- In conjunction with the Treasurer arrange the repair & disposal of unsafe equipment in consultation with the Opportunities Manager.
- Report all accidents to the Opportunities Manager.
- Adhere to The Students' Union at UWE finance policy

### This role is open to the following societies:

Bar School | Board Game Society | Chess | Darts | Drama | Hub Radio | Live Music  
Paintball | Poker | Pole Fitness | Quidditch | Space Exploration | Airsoft | Robotics |  
Skateboarding

## Participation & Equality Officer

- This is a role of great importance; a role that is a direct contact for students who might find it more difficult to sign up and get stuck in.
- Although not compulsory, societies shall be expected to have this position
- This role can be covered by another mandatory member of the committee - President, Vice President or Treasurer.
- The Participation & Equality Officer has the important role of ensuring that anyone who wants to get involved can do! It will be the Participation Officer who will be in charge of organising events throughout the year and will organise regular social activities across the year that account for and are open to all members.

### Personal Skills required

- Motivating volunteers
- Interesting ideas
- Understanding of inclusion issues
- Communication through social media
- Organisation and event management
- Communicator and mentor
- Sociable and Inclusive

### Key Responsibilities

- The club needs to be as welcoming & as accessible to all students, so a proactive approach is needed in order for the club to reflect the membership of the University
- Organising events to include diverse range of members
- To organise the society stall for Freshers' Fair, including any performances that you, as a society, wish to do.
- Responsible for ensuring all membership fees are collected.
- Be the main organiser/ point of contact for Freshers' events: Fair, try it sessions etc.
- Be the main point of contact & liaison for new members,
- Work with other committee members to ensure that their area of work has taken getting everyone involved into consideration e.g. pre-season, try it sessions, dinners, evening meals, club events, fundraisers, AGMs, Varsity and socials – & that a range of events are organised & it's not all about going down to the pub!
- Responsible for the recruitment of student coaches & officials from within the club with the support of Volunteering staff.
- To organise weekly/termly/yearly events that occur within the society, as directed by the committee, such as:
  - Lecture series [external speaker forms must be completed 2 weeks before]
  - Guest Speakers [external speaker forms must be completed 2 weeks before]
  - Workshops
  - Timetable events throughout the year
  - Co-ordinate tours | trips
  - Adhere to finance policy

### Considerations to keep in mind:

- Students who are not so confident to get involved, especially on their own
- Students with disabilities
- International Students
- Use of Language [LGBT students]
- Zero Tolerance to Sexual Harassment
- Food Requirements
- Students of Faith with Specific Requirements
- Code of Conduct [Alcohol Use]
- Local | Commuter Students [time constraints]
- Students with families [time constraints]
- Money constraints – make your events as affordable as possible!

## Events & Fundraising Officer

- Event & Fundraising Officer's role is to organise, assist and attend all events/ fundraising events for the club.
- They are to liaise with the Participation Officer and Media Officer in organising events to raise the clubs profile and generate extra income for the club.
- Working closely with the Participation & Equality Officer to ensure Inclusion & equal opportunities are of highest importance.

### Personal Skills required

- Highly Organised
- Creative
- Dedication
- Communication
- Leadership skills- ability to delegate
- Managerial Skills (Inc: Time management)

### Key Responsibilities

- Liaise with RAG
- Organising charity events and fundraisers throughout the year
- Organising variety of Social & Competitive events throughout the year
- Work closely with Participation & Equality Officer on organising of events
- Coming up with creative ways to raise money
- Coordinate advertisement and Promotion of fundraising events
- Adhere to finance policy

## Media & Publicity Officer

- Groups communicate primarily through email, social networking sites and the club webpages. It's not difficult to set up a website or manage the webpages. Contact Student Media for more information.
- Every club needs publicity – from dinners to hoodies to fundraisers to tour.
- It's a great way to recruit members, network with other activities, organise a huge and exciting event and generally create a buzz around your club.

### Personal Skills required

- Eager to Learn Web Design
- Good Written Skills
- Ability to navigate Facebook and Twitter!

### Key Responsibilities

- Set up the Freshers' Fair, Try it Publicity
- Advertise Meetings | AGM
- Organise any social clothing with The Students' Union at UWE Opportunities
- Take Photos for the Website