

How To Hand Over to a NEW Committee

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1. What is a 'handover'?

To 'handover' means to give up your committee position and pass over all the important information and skills to the new committee member who is taking over your role.

2. Why do you need a handover?

A good committee handover can set the new committee off to a flying start ensuring that:

- a) Your group develops further, building on the hard work that you've put in this year.
- b) The great things you did for your society or committee continue and the benefits of these are properly explained so they won't get dropped by the new committee (and so that the same mistakes aren't made twice).
- c) New committee members feel supported. Lots of new committees come to the Zone because they haven't been given enough information. If it's something specific to your group (e.g. how much did you charge for hoodies last year), then the staff won't know the answer...so make sure YOU tell the new committee! Put yourself in their shoes, do you feel like you had enough support when you started? What would you have liked to know?

A good handover is an investment in your society/committee and it will benefit everyone in the long-run. In a nutshell, a good handover will keep your society/committee AMAZING!

3. When to Hand Over

- You should start the handover process just after your election (AGM) which should be held between 20th March and 2nd April 2017 (Society Election Fortnight).
- It depends on your committee as to how long the 'handover period' will be – but it should be anywhere between 2 – 6 weeks where both the outgoing and incoming committee attend all the meetings. That way the new committee members can 'shadow' the old ones to see how they do things.
- Arrange specific training sessions and meetings between each outgoing and incoming committee position (e.g. the outgoing Treasurer could bring the incoming Treasurer to the Activities & Sports Zone so they can show them all the forms and introduce them to the staff).

Not sure how to run your election? Read 'How to Run an Election' on the Zone Online

4. What Should you Tell the New Committee?

There is lots of information that you need to hand over to your new committee. Remember: some things might seem obvious to you because you are already experienced in the role, but try to remember what it's like for a new committee member, who may not know anything about the Students' Union or running a society or committee! The absolute KEY points you must raise during your handover are:

1. 'Committee Details' forms

First and foremost, the newly elected committee must submit the online Committee Details Forms within **one week** of the election (AGM) so that your group isn't de-registered – ideally you should submit these on the day of the election. These are:

- **Part A:** <http://bit.ly/201718CommitteeDetailsPartA>

Must be completed once by the President/Chair on behalf of the whole committee

- **Part B:** <http://bit.ly/201718CommitteeDetailsPartB>

Must be completed separately by every single committee member (including President/Chair).

2. Training Dates

You also need to tell the new committee that they must attend Students' Union training relevant to their role. You should pass on the training dates to them – which you can find out through www.sheffieldsu.com/zoneonline. You could even book the training on their behalf to ensure that they're definitely booked on.

3. Your Society/Committee Webpage

All societies and committees have their own webpage on the Students' Union website – you can find yours here: <http://su.sheffield.ac.uk/groups>. As a committee member you are already a 'group administrator' for your society page which means you can edit your page, sell memberships and events ONLINE (with the money going straight into your society B account). Shortly after submitting their online committee details forms, all newly elected committee members will also automatically become 'group administrators' too. Kick start your new committee into using the website by updating your webpage **before** your election. Visit <http://su.sheffield.ac.uk/get-involved/zone-online-society-support/committees/societies-online> to find out how.

4. Introductions

- The Activities staff love meeting new committees so be sure to tell them how they can contact us. We're open term-time on weekdays 10am – 5.30pm (reduced hours in vacation). They can also phone (0114 222 8620) or email (activities@shef.ac.uk).
- Tell them about the Activities Officer and their role to help and represent societies. And don't forget the staff who can help you with trips, large events and health & safety – speak to the Society Development Coordinator!
- Show them the Zone Online (www.sheffieldsu.com/zoneonline) and ask them to read all the relevant guides so that they can get a feel for what their position involves.
- If you feel comfortable to, pass on your contact details so that if they need to ask you something important then you can help - it's good for the odd emergency question!

5. Handover Templates

A great legacy to your group is to create a handover document. This will **help your successor perform their new role confidently and effectively** and build on the hard work that you have put in this year. It will also help **you** to reflect upon how you have contributed to your committee/team and articulate what you have gained from your wider involvement in interviews, on application forms and on your CV. You can use the template below to create a document to pass to your successor.

HANDOVER DOCUMENT TEMPLATE

1) Section One: Practical Information

Section One should provide your successor with the essential tools and information that they need in order to fulfil their new role successfully.

Large Events

Do you organise any big events throughout the year? What are they? Where did you book the venue? Who did you contact? What did you charge for ticket prices?

Fairs

What did you use at the Activities Fair to publicise your society? Pass on any banners, posters, flyers, films played on laptops, spreadsheets used to collate membership data – the new committee will find all of this really useful! How much did you charge for membership and why? Did you offer any discounts when you attended fairs?

Classes/Lessons

Do you have an external coach or teacher? How should the new committee contact them? How much did they charge? How did you pay them? Do you have a rota for who went to your workshops/classes/socials? Who organised these?

Equipment/merchandise

Do you use any special equipment? Are you responsible for maintaining/storing any equipment items? Are you responsible for ordering any merchandise/clothing/items? *(Make sure you do pass on any equipment to your successor! eg banners, key)*

Money and Sponsorship

How do you manage your accounts? How do you manage your accounts? Have you been using a spreadsheet to record membership fees or payments to sessions? – Pass this on! Do you have sponsorship? What are the contact details? Try to introduce new committee members to the venue manager to continue a good working relationship.

Key Tasks

What are the main responsibilities and day-to-day tasks of this role?
What should your successor start working on as their first task/project?

Key Contacts

Who are your key contacts, what are their details and how did you work with them?

Key Dates

Does your role have any particular deadlines or key dates to be aware of?

Websites/Social Media

Can you provide any login details for email accounts/social media/websites?

2) Section Two: Experience in your Role

Section Two is an opportunity for you to reflect upon your time in post, to prepare and inspire your successor to feel excited about the year ahead.

1. What is the best part about your role?
2. What has been your greatest achievement?
3. What is the most challenging part of your role?
4. Are you responsible for any events? How did you organise them?
5. What qualities do you think are required to succeed in your particular position?

3) Section Three: Ideas and Advice

Section Three is an opportunity to offer your successor additional advice to help them in the role. What can you tell them with the benefit of hindsight?

1. Is there any way that you think your role could be developed or improved?
2. What would you do differently to make your events/projects more successful?
3. If you could replay the year, is there anything you'd do differently within your role?
4. Is there anything you wish you'd known at the beginning of your year in post?

How to run a Handover Training Session

As well as the Students' Union training sessions that societies and committees must attend, we'd also advise you to run your own training session for the new committee. Every committee is different so train the committee in how you run your group effectively.

The easiest thing to do is to simply book a room and create a PowerPoint presentation. Remember that this is not only useful for them, but also great CV experience for you (employers often love to see evidence of mentorship and training delivery!)

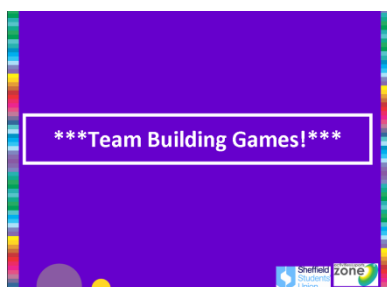
Below is last years' Women's Committee training presentation, to give you an idea of what sort of things to tell the new committee:



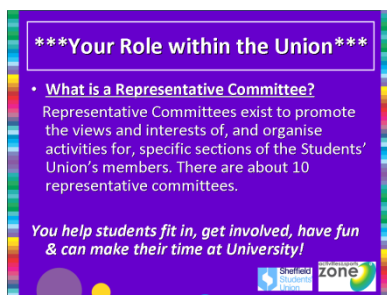
Introduction!



What are your aims & objectives for the session, i.e. what messages are you going to get across?



Possibly create a team building game for the new committee to get to know a bit about each other, if they don't already know each other. This is to put them at ease and make them feel like a close group, as they'll be working closely together for the next year.



What does your society or committee see as its role within the Union? Is it to bring to bring people together (mainly social), is it to educate students, or to campaign? Make sure the new committee are aware of your main aims and objectives.

History of the Women's Committee

- The Women's Campaign is one of the strongest liberation campaigns on campus, both in terms of presence and members. This is down to the hard work and dedication of successive Women's Committees to make themselves known to the student body and actively campaign on issues that affect women students.
- The Women's Campaign as we know it came to be in 1987 when the Women's Officer position was created, the good old safety box was introduced, a 'Women's Week' followed along with a Women's Health Handbook. The 70s and 80s saw a resurgence in Women's Lib activity with Linda Miller a strong supporter of Women's Liberation winning a landslide victory to become President in 1978. In the 1970s Women's Groups were demanding child-care provision on campus and The Union and the Nursery Action Group was established, adopting tactics such as taking babies to lectures, even dumping them on the Registrar's desk. In 1976 the Nursery was established. In 1972 a UGM voted overwhelmingly for free abortion on demand and in 1979 voted to support 'a woman's right to choose'. In 1973 it was agreed to stop employing strippers in the Students' Union. In 1985 anti-abortion campaigner Victoria Gillick was voted down at the UGM in 1985 and Women's Committee campaigned against the closure of the Nursery leading to a transfer of responsibility to the Students' Union in 1984.
- In 1996 it was proposed to abolish the Women's Officer in favour of an 'equal opportunities representation officer', the Women's Committee passed a vote of non confidence in the current Women's Officer who supported the abolition.

Do you know any history behind your society or committee? It can be interesting to pass this information on, so people know the roots of the group! Sometimes the Activities Zone Desk will have some information on this.

Team Roles & Responsibilities

Go through roles and feedback to rest of the committee.

AIM - to understand everyone's roles & see how the committee works together for each event and campaign.

Team Roles & Responsibilities! What is each committee member responsible for? Make this clear so they know what their tasks are for the year ahead.

Team Values!

Consider asking the new committee whether they have any Team Values or qualities? Do they want to focus on innovation and creativity, fairness and equality, inclusivity? All these things?

Good Working Practice

- Respect team values
- Make sure you submit apologies via email if you are going to be absent.
 - Chairperson
 - Secretary
- Keep the committee informed about any communication you may have had with the Councillor, Officer, etc.

Do you have good working practices? E.g. keeping each other informed, sending out minutes after meetings.

Timeline of the Year Ahead

- August: your semester 1 budget in your account
- Activities Fair: 22nd Sept. (Intro Week: 19th-25th)
- Activities Forum (October)
- End of Nov.: application for semester 2 budget
- Women's Week, March

What is your society or committee timeline of the year ahead? It's important to tell the new committee rough dates & deadlines of when you have events/activities, e.g. your annual ball, a trip, a fundraiser.

Ideas Session

- What else would you like Women's Committee to do?
- What's the best thing about Women's Committee?
- What are you most looking forward to this year?
- What's the worst thing about Women's Committee?
- What issues affect the group that you represent?
- How can you find about your constituents' issues?
- How can Women's Committee Publicise itself?

Ask the new committee to discuss or write down some new ideas while you're there. You might be able to help and advise them on these.

Finally, tell them where to go for help! The Activities Information Desk is open 10 – 5.30pm every weekday in term time.