

Part 1: Committee Handover Checklist

• Provide the SU with Incoming Committee Contact Details	Tick when Complete
<p>Ensure that the Students' Union has all up-to-date contact details for the new committee. Without them, we cannot email the committee over the summer.</p> <p>Please get these to us: https://worcsu.wufoo.eu/forms/m1e035010e0zt1br/</p>	

• Provide any passwords for social media accounts etc.	Tick when Complete
<p>If you have, any specific email accounts for the club/society make sure these are provided to the new committee. The same goes for swapping over admin rights for any Facebook groups.</p>	

Social Media Accounts:		Which Committee Member will be responsible for updating?
Facebook page:	Insert Facebook page name:	
Twitter Account:	Insert Twitter handle:	
Instagram Account:	Insert Instagram username:	
Any other social media / communication accounts:	Tiktok? Snapchat?	

<ul style="list-style-type: none"> • Pass over any risk assessments you have for your group activities. 	Tick when Complete
<p>Please provide the incoming committee with risk assessments that have been approved by the SU to help them complete risk assessments for activities next year.</p>	
<ul style="list-style-type: none"> • Pass over any sponsorship agreement details. 	Tick when Complete
<p>If you have had sponsors this year, pass over any information that they might need to know. As they may want to be sponsored again. Or how they can obtain sponsorship.</p>	
<ul style="list-style-type: none"> • Pass over affiliation details 	Tick when Complete
<p>If your club/society/network is affiliated to a NGB or an organisation, pass over any information that they might need to know. For example, how much, who sorts it, what the affiliation means, when it needs doing by.</p>	
<ul style="list-style-type: none"> • Any other relevant information you think they need to be aware of 	Tick when Complete
<p>For example:</p> <ul style="list-style-type: none"> • Officials contact information and how to contact them. • How to book rooms/training slots/Hangar/Socials at Mode etc. • How to order kit/equipment • Annual events 	
<ul style="list-style-type: none"> • Log your volunteering hours before 30th June! 	Tick when Complete
<p>As you have been part of the Society/Club committee, you are volunteers and can log these hours! If you log 50 + hours, you can have this on your V-Record --- LOG HOURS --- (worcsu.com)</p> <p>Anna-Symone will be showing you how to do this in the handover session.</p>	

Notes

Part 2: Summer Checklist

Please see below a list of the tasks you will need to do ahead of term starting in September. **You will not need to do them all straight away in May and you be contacted about each task** with details on how to complete it and when it needs to be done by.

Task	Which committee member is responsible for completing?
Complete Online Committee Training Modules <ul style="list-style-type: none"> To help you understand your role we have put together online modules. You will be contacted when these are available to complete. 	
Equipment Inventory <ul style="list-style-type: none"> Return your updated inventories to Barney b.blake@worc.a.cuk 	
Constitution <ul style="list-style-type: none"> Send your updated Constitution to Hannah hannah.heskin@worc.ac.uk 	
Budget Sheets <ul style="list-style-type: none"> Attend and Budget Sheet workshop and send the SU your updated Budget Sheets 	
Development Plans <ul style="list-style-type: none"> Send the SU your updated Development Plans 	
Make sure your website page is up to date <ul style="list-style-type: none"> All committee members will be given admin rights over the summer to edit your page, make sure the content reflects you correctly as a club/society. With correct contact details & social media links. 	
Plan for Give it a Go <ul style="list-style-type: none"> More details of when your Give it a Go slot will be provided closer to September but in the meantime plan what you're going to do to recruit new members. 	
Sponsorship <ul style="list-style-type: none"> Search for sponsorship opportunities and complete the sponsorship contract template form. 	
Sports Clubs: <ul style="list-style-type: none"> Facility requests with University Sport Facilities Team Risk Assessments for all venues and activities completed. SLA completed with Sport Centre (if applicable) Hire Agreements for External Venues completed (if applicable) 	

Sports Clubs: <ul style="list-style-type: none">• Coaches Code of Conduct Agreement• This will be emailed to committees once the agreement has been reviewed.	
Attend Start of Term Committee Training <ul style="list-style-type: none">• Make sure that when you are emailed that you book to attend, this will be essential to understanding your role as a committee member.	
Book a space at Societies & Sports Fair <ul style="list-style-type: none">• Look out for emails on when you can book your space!	

Committee Resource Hub

[Committees' Resource Hub \(worcsu.com\)](http://www.worcsu.com)

To find any forms, documents, templates and factsheets that you need to help you run your Society or Sports Club, please go to Committee Resource Hub. If you're struggling to find what you need, please get in touch with the SU Student Activities Team.