***Society Handover Form 20-21***

This form outlines who has been elected to run your society for the next academic year; please ensure all details are correct.

This form needs to be given to the Societies Coordinator at [societies.wolvesunion@wlv.ac.uk](mailto:societies.wolvesunion@wlv.ac.uk) and sent to the new committee to help them moving forward.

**Society:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Details of New Chairperson**

|  |  |
| --- | --- |
| **Name** |  |
| **Student number** |  |
| **Contact email address** |  |
| **Phone number** |  |

**Details of New Treasurer**

|  |  |
| --- | --- |
| **Name** |  |
| **Student number** |  |
| **Contact email address** |  |
| **Phone number** |  |

**Details of New Secretary**

|  |  |
| --- | --- |
| **Name** |  |
| **Student number** |  |
| **Contact email address** |  |
| **Phone number** |  |

**Additional committee positions**

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Name** |  |
| **Student number** |  |
| **Contact email address** |  |
| **Phone number** |  |

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Name** |  |
| **Student number** |  |
| **Contact email address** |  |
| **Phone number** |  |

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Name** |  |
| **Student number** |  |
| **Contact email address** |  |
| **Phone number** |  |

**Position: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Name** |  |
| **Student number** |  |
| **Contact email address** |  |
| **Phone number** |  |

# ***Handover Checklist***

Please make sure to complete every point on this checklist, this will provide the new committee with the best chance for the new academic year. All the checklist documents will be included below.

|  |  |
| --- | --- |
| Action | Completed (Yes/No) |
| 1) Arranged a meeting between the new and old committee. (Topics of discussion included below) | Yes/No |
| 2) Provide a list of events which occur throughout the year. This should include what works well | Yes/No |
| 3) Organised a joint social to see out the old committee and introduce the new committee to the members. | Yes/No |
| 4) Passed on email address used for the society and all social media details to new committee (Boxes below can be used to fill them in) | Yes/No |
| 5) Equipment Inventory checklist (Items in Lockers) | Yes/No |

# ***1) Topics of Discussion in your First Meeting (Type up Notes in the meeting)***

Please make sure to get the secretary or another member of the committee to type notes into these boxes. This will be useful for the societies team as well as being a reference point for the society in the future.

## *1) Key Activities in the year and how to run them*

|  |
| --- |
| Notes |
| E.G. 1) The Society Ball- |

## *2) Key Contacts and Places To Go For Help (Include any other relevant contacts)*

|  |
| --- |
| Notes |
| 1) The Societies Team – Email: [societies.wolvesunion@wlv.ac.uk](mailto:societies.wolvesunion@wlv.ac.uk)  2) Marketing Team – Email: [marketing.wolvesunion@wlv.ac.uk](mailto:marketing.wolvesunion@wlv.ac.uk)  3)General SU Enquiry – Email: [info.wolvesunion@wlv.ac.uk](mailto:info.wolvesunion@wlv.ac.uk) -> This will link you to the finance, wellbeing or advice centre. |

## *3) Any Agreements/ Sponsors Already Agreed (Do not fill in if not applicable)*

|  |
| --- |
| Notes |
| E.g. 1) |

## *4)Any Budget Advice?*

|  |
| --- |
| Notes |
| e.g. 1) Membership fee – Would it work for your society or would this decrease engagement? |

## *5) Things That Didn’t work so well and How You Learned from Them/ Where To Improve Next Year*

|  |
| --- |
| Notes |
| e.g. 1) Did you organise a trip that didn’t work? Was this a result of lack of marketing or advertising? Membership not interested in that sort of event? |

## *6) Any Further Advice for The New Committee?*

|  |
| --- |
| Notes |
|  |

# ***2) Event Lists***

Include within the table all the events that you organised (If multiple just include it as one event) and comment on how the events went. This is all helpful for the new committee to understand what should remain the same or requires improvement.

|  |  |  |
| --- | --- | --- |
| Name of Event | Did it go well or not so well? | Comments on what went well or wrong |
| E.g. Coffee Mornings (Weekly) | Yes | * Weekly engagement with members which made it feel more like a community and this encouraged friendships between members. * Sometimes low attendance, so maybe could be made fortnightly. |
|  |  |  |
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# ***3) Joint Social Ideas from Old to New Committee***

Add any notes in the box below for a joint social to organise before the end of the year. Perfect way to introduce the new committee as well as celebrate the work of the old committee members. This should be a collaboration between both sides.

|  |
| --- |
| Notes for Social |
| E.g. 1) Due to Covid Restrictions it was made virtual, but we organised a quiz with new committee vs old and all members could create their own teams |

# ***4) Email Account and Social Media Logins***

|  |  |
| --- | --- |
| **Email Address for the society** |  |
| **Password to the email account** |  |

|  |  |
| --- | --- |
| **Social Media Username or email (Facebook, Twitter, Instagram, Discord, Tiktok)** |  |
| **Password** |  |

|  |  |
| --- | --- |
| **Social Media Username or email (Facebook, Twitter, Instagram, Discord, Tiktok)** |  |
| **Password** |  |

|  |  |
| --- | --- |
| **Social Media Username or email (Facebook, Twitter, Instagram, Discord, Tiktok)** |  |
| **Password** |  |

|  |  |
| --- | --- |
| **Social Media Username or email (Facebook, Twitter, Instagram, Discord, Tiktok)** |  |
| **Password** |  |

|  |  |
| --- | --- |
| **Social Media Username or email (Facebook, Twitter, Instagram, Discord, Tiktok)** |  |
| **Password** |  |

# ***5) Equipment Inventory Checklist for the Society***

Include within the table below any inventory your society has. This includes items in the lockers that were bought for the society.

|  |  |
| --- | --- |
| Equipment | Locations |
| e.g. Banner for society | e.g. Located in the locker |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# ***Signed***

Now you have gone through the document one of the outgoing committee needs to sign the document and pass it on to societies team at [societies.wolvesunion@wlv.ac.uk](mailto:societies.wolvesunion@wlv.ac.uk) .

Name of Signature:

Date: