**Clubs Handover Checklist**

**This checklist is a guide to a successful handover to the new executives of the team. Please ensure that all steps have been taken to ensure that the club runs smoothly after you leave.**

|  |  |  |
| --- | --- | --- |
| **Task** | **Information** | **Checkbox** |
| **Constitution** | Previous team to run through the Constitution document, if the new team wishes to make any amendments, they will need to seek Club’s approval before introducing any changes made at the club’s first General Meeting. |  |
| **Financial records** | Advise of any records kept over the last few years and how to access them. |  |
| **Bank Accounts** | Advise new Treasurer to submit a Bank Access request and remove previous Treasurer’s access. |  |
| **Club Assets** | Advise team of where club assets are stored and that a regular item inventory should be kept up to date. |  |
| **Club documents** | Advise team where all relevant required documentation is stored (funding templates, AGM templates etc.). |  |
| **Previous meeting minutes** | Advise new Executive team where previous meeting minutes are stored. |  |
| **Membership List** | Membership lists should be updated each Semester. Guild will check each Trimester to ensure club is keeping compliant. |  |
| **Calendar of events** | Explain to the new team that it’s best to spread out events during the trimester so that no one gets burnt out. |  |
| **What worked well and what should change** | Discuss any issues that happened during the year and if there were solutions. Share advice with the team for the new year. |  |
| **Important Guild contact details** | Advise “need” to know Guild contact details |  |
| **Login credentials/admin access** | Advise new team to change passwords to website, email, social media accounts, cloud file storage, Canva, payment gateways etc. |  |
| **Details of external relationships** | Advise on existing sponsors, suppliers, and preferred venues if applicable. |  |
| **Role descriptions** | Each Executive needs to explain their role in the club and pass over all important information. |  |
| **Executive Handover Meeting** | Arrange a time with the incoming executive to meet and run through the executive handover guide. Ideally this should take place within 7 days of the AGM and run for a couple of hours to ensure everything is covered in detail. |  |

**Important Guild Links**

Guild Facebook: <https://www.facebook.com/unisqstudentguild>

Guild Instagram: <https://www.instagram.com/unisqstudentguild/>

Guild Facebook Clubs Hub: [www.facebook.com/groups/unisqstudentguildclubshub/](http://www.facebook.com/groups/unisqstudentguildclubshub/)

**Important Guild Contacts**

Clubs Coordinator: [clubs@studentguild.com.au](mailto:clubs@studentguild.com.au)

Events: [events@studentguild.com.au](mailto:events@studentguild.com.au)

Advocacy: [advocacy@studentguild.com.au](mailto:advocacy@studentguild.com.au)

**Guild Notice Periods**

* Room Bookings: 14 days
* On-Campus Bookings: 30 days
* AGM dates: 14 days
* IGM dates: 7 days
* SGM dates: 7 days

**NOTE: If your request falls out of the notice period days, your request may not be considered. Please ensure you plan and give enough notice for the staff to process your request.**

**Important Guild documents**

* **Clubs & Societies Policy**
* **Guild Club Handbook**
* **Code of Conduct Policy**

**Marketing**

Can the Guild help promote your events?

The Guild would be more than happy to share your event. Tag us in your stories and we can simply share your content. You can also share your event on the Clubs Hub page.