**President handover**

Handover occurs during the last 3-4 weeks of session in which the outgoing executive act as a mentor, guiding new executives through the process of their new role. Each club is different, therefore turnover notes will differ for each club, below are guidelines.

Read the [UniClubs Handbook](https://clubs.uow.edu.au/wp-content/uploads/2020/10/UniClubs-Handbook-2020-v.4.pdf).

Know what [club resources](https://clubs.uow.edu.au/clubs-resources/) are available on the UniClubs website.

Carefully read your own clubs constitution and how to access it.

Pass on any tips & tricks you have learnt along the way.

Have an understanding of your club events are planned for the year.

Ensure the whole executive team has an understanding of the policies:

* + [UniClubs Code of Conduct](https://clubs.uow.edu.au/wp-content/uploads/2020/10/UniLife-Code-of-Conduct.pdf)
  + [UniClubs Social Media Policy](https://clubs.uow.edu.au/wp-content/uploads/2020/10/UNICLUBS-Social-Media-Policy_2018.pdf)
  + [UniClubs Sexual Harassment Policy](https://clubs.uow.edu.au/wp-content/uploads/2020/10/UniClubs-Sexual-Harassment-Prevention.pdf)
  + [UniClubs Drug & Alcohol Policy](https://clubs.uow.edu.au/wp-content/uploads/2020/06/UniClubs-Drug-and-Alcohol-Policy.pdf)
  + [UniClubs Bullying Prevention Policy](https://clubs.uow.edu.au/wp-content/uploads/2020/06/UniClubs-Bullying-policy.pdf)
  + [UniClubs Logo Policy](https://clubs.uow.edu.au/wp-content/uploads/2020/06/UniClubs-Logo-Policy-PUL-MKG-POL-006.pdf)
  + [UniClubs Contravention of Policy Guidelines](https://clubs.uow.edu.au/wp-content/uploads/2020/10/UniClubs-Contravention-of-Policy-Document.pdf)
  + [COVID Safe Plan](https://www.nsw.gov.au/form/covid-safety-plan/general)

Submit the end of year report if your club hasn’t already done so.

Pass on the current constitution and advise them to read it carefully.

Share the clubs google drive, if applicable.

Create/update login document and share with new executives. For example, Facebook, Instagram passwords and club email.

Create/share the style guide for the clubs brand.

Provide a mini guide of the various programs your club uses. For example Canva, Sportility, Officeworks, etc.

Forward on any important email threads.

Go through how to run an AGM/EGM.

Create a ‘week’ schedule to give the new president an idea of how the club functions throughout the week.

Pass on the activity event layout and calendar for the year.

Go through instructions on how to use the [UniClubs website](https://clubs.uow.edu.au/), the importance of the handbook, and where to find important documents/resources necessary for the position.

Pass on all of the clubs promotional material or items to the new executives.

j Has your club submitted a re-affiliation application? Go to ‘My Account’ to re-affiliate the club. Re-affiliation documents can be found under [‘resources’](https://clubs.uow.edu.au/clubs-resources/) on the UniClubs website.