**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.