**Secretary Turnover**

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 clubs events 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)
	+ [COVID Safe Plan](https://www.nsw.gov.au/form/covid-safety-plan/general)

[ ]  Submit end of year report if you haven’t already done so.

[ ]  Update the new executive details table in AGM minutes, ensuring all contact information is up to date and correct.

[ ]  Upload the new executive details through the UniClub website. Go to My Account -> Add more executives to your club -> fill out and submit the excel form for approval.

[ ]  Inform the new executives of existing and future commitments, agreements & partnerships.

[ ]  Handover emails and passwords for all accounts, websites, social media pages etc.

[ ]  Go through instructions on how to use the UniClubs website, the importance of the handbook, and where to find important documents necessary for the position.

[ ]  Pick up any mail from UniLife Reception. This should be done at least four times a year.

[ ]  Go through how to run an AGM/EGM/Ordinary General Meeting and what the requirements of a secretary are at meetings. Further details can be found in the [handbook](https://clubs.uow.edu.au/wp-content/uploads/2020/10/UniClubs-Handbook-2020-v.4.pdf) on the UniClubs website.

[ ]  Change signatories of bank account. Templates can be found under [resources](https://clubs.uow.edu.au/clubs-resources/) on the UniClubs website and email pulse-unilife@uow.edu.au for book appointment.

[ ]  Inform the new execs of any traditional events that usually occur & how to best run these events.