**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](mailto: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.