

## TREASURER 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](#).
  - ☐ Know what [club 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](#)
    - [UniClubs Social Media Policy](#)
    - [UniClubs Sexual Harassment Policy](#)
    - [UniClubs Drug & Alcohol Policy](#)
    - [UniClubs Bullying Prevention Policy](#)
    - [UniClubs Logo Policy](#)
    - [COVID Safe Plan](#)
  - ☐ Submit the end of year report if you haven't already done so.
  - ☐ Create a folder with all the year's invoices, receipts, 2020 end of year report, 2020 excel treasurer template, purchasing notes and any other important information the new treasurer need to know.
  - ☐ Deposit any cash the club has in its possession to the bank.
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- ☐ Go through how your club keeps track of all ingoing and outgoing of money.
  - ☐ Pass on any items that belong to the club, for example, bank bags, money boxes, books, and rubber bands.
  - ☐ Notify the new treasurer of any outstanding invoices that need to be paid.
  - ☐ Pass on information regarding 'how to' pay for invoices.
  - ☐ Let the new treasurer know of anything you believe needs to be changed due to issues you had in the previous year. This might include, how money is tracked, organised and stored.
  - ☐ Take the bank card to the bank to be shredded.
  - ☐ Instructions on how to use the UniClubs website, the importance of the handbook, and where to find important documents necessary for the position.
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