

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](#).
 - ☐ 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 club events are 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](#)
 - [UniClubs Contravention of Policy Guidelines](#)
 - [COVID Safe Plan](#)
 - ☐ 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.
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- ☐ 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](#), 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.
 - ☐ 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](#) on the UniClubs website.
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