

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](#).
 - ☐ 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 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](#) on the UniClubs website.
 - ☐ Change signatories of bank account. Templates can be found under [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.
-