

ALL EXECUTIVE HANDOVER

Handover occurs during the last 3-4 weeks of session in which the outgoing executives act as mentors, guiding new executives through the process of their new roles. Each club is different, therefore turnover notes will differ for each club, below are guidelines.

We recommend having a meeting between the outgoing committee and incoming committee to go over the checklist below and next steps moving forward.

- ☐ Read the UniClubs Handbook.
 - ☐ Know what club resources are available on the UniClubs website.
 - ☐ Carefully read your own clubs constitution and know where 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](#)
 - [UniClubs Contravention of Policy Guidelines](#)
 - [COVID Safe Plan](#)
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