# [Your Group Name] Handover 2022

We’ve created this template to assist your committee handover. Please fill in each section to the best of your ability and make sure to pass on the completed document to the new committee members. This form can be completed individually or as a collaborative effort.

# Basic Details

|  |  |
| --- | --- |
| Group Name |  |
| Regular meeting location, dates & times |  |
| No. members at year end |  |
| SU Webpage Link |  |
| Social Media Accounts |  |

# Committee roles and descriptions

List your committee member roles and describe what they do. We’ve included general descriptions for popular roles to help you start. These are basic, so feel free to expand on them to reflect your own experience.

## President

General description

## Treasurer

General description

## Social Secretary

General description

# Key contacts

Use the table below to compile your important contacts. Include university and SU staff, coaches, suppliers, charities etc.

|  |  |  |
| --- | --- | --- |
| Who? | Contact | Notes |
| SU | Carmarthen Office: 01267 676 876  Lampeter Office: 01570 422 619  Swansea Office: 01792482100 |  |
| Students’ Union Opportunities Team | [SUOpportunities@uwtsd.ac.uk](mailto:SUOpportunities@uwtsd.ac.uk) | Useful for any queries |
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|  |  |  |

## The year in Review

# Latest Meetings

Ensure your successors can hit the ground running by sharing your latest meeting notes or minutes with them. Add them here or compile them in a separate document.

# Top 5 Highlights

Showcase the hard work you’ve done this year; list personal wins, group achievements or just the top moments from the year.

|  |  |
| --- | --- |
| #1 |  |
| #2 |  |
| #3 |  |
| #4 |  |
| #5 |  |

# Events, activities and campaigns run

List any events, activities or campaigns you ran this year below. Use the notes section to include organisational details, recommendations and things to look out for if was to be repeated.

|  |  |  |  |
| --- | --- | --- | --- |
| What we did | When | How it went  (Rating 1-10) | Notes |
| E.g. Freshers’ Fair | Welcome Weekend in September |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# RAG (Raising and giving)

Expand on your fundraising efforts here (if applicable). Do you have any linked charities/causes or a yearly fundraising goal?

# Collaboration with other groups

Did you partner up/collaborate with another group this year? Include details here.

# Development Ideas

Don’t let any unused ideas go to waste; use this space to pass them on.

|  |  |
| --- | --- |
| What | Notes |
|  |  |
|  |  |
|  |  |

# Words of Wisdom

Is there anything you wish you knew before you started in this role? Pass on any words of wisdom and/or advice here. I’ts always good practice to pass on your contact details just in case someone has a question at a later date.