[Your Group Name] Handover

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.

Group Name	
Regular meeting location, dates & times	
Number of 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

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
Student Opportunities Team	SUOpportunities@uwtsd.ac.uk	
Student Opportunities Coordinator (Campus)		

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.