|  |  |
| --- | --- |
| Name: | *John Smith* |
| Club Name: | *Nicolas Cage Appreciation Society* |
| Position Held: | *President/Treasurer/Grievance Officer* |
| Dates: | (DD/MM/YYYY - (DD/MM/YYYY)  |
| Contact Details: | Email Address / Mobile |

This document should be completed the month prior to your term ending and the new term commencing, however we do recommend you review and add to it throughout your term to make it easier and to make sure you don’t forget anything pertinent.

It provides space for you to pass on any top-tips, knowledge gained and words of wisdom to your successor.

*[Remove any sections that are not applicable to your role or Club].*

CONGRATULATIONS & WELCOME!

[Write something welcoming and encouraging to excite them about their role and the student body itself]

[NAME OF POSITION]

**Your Role**

[Outline any expectations, duties, responsibilities etc that may not necessarily be listed in the Constitution / Role Description. Any common themes / issues, top tips, surprises?]

THE LAST 12 MONTHS

**Highlights:**

[Key wins or highlights of the last 12 months / term. These can be personal or organisational. Include things that contributed to the success or highlight, and any tips for future]

**Challenges:**

[Key challenges (whether resolved or ongoing) of the last 12 months / term. Include things that could have been done differently / recommendations for future. Also include any challenges that you predict may arise.]

**Important Issues:**

[Outline any issues you worked on during your term. Include any relevant information that might not be outlined in relevant documents. Include links to documents where relevant, as well as any steps taken, recommendations or relevant information for the future]

|  |  |
| --- | --- |
| **Issue** | **Relevant Information** |
| *E.g: Engagement with First Year Students* | *This year we struggled with engaging with First Year students, particularly with recruitment. For the longevity of the society, I highly recommend making an increased effort to recruit first year students to subcommittee and better plan their transition into leadership roles.*  |
| Issue | Explanation |

**Learnings / Things I wish I knew earlier:**

1. One
2. Two
3. Three

THE FUTURE / YOUR TERM

**Working with the Executive Team / Internal Team**

[Include any top tips for working with the rest of the group]

**Upcoming Actions or Ongoing Projects**

[Include any potential actions / upcoming actions below. You should also outline relevant information, future steps, recommendations or people to consult with etc.]

|  |  |  |
| --- | --- | --- |
| **Action** | **Timeline** | **Relevant Information** |
| *O-Week Risk Assessments Due* | *Must occur in January* | *Regular updates for T1 O-Week are sent to the Club email. We must prepare a risk assessment for our stall during January to be provided with a stall.*  |
| Action | When it’s due | Explanation |

**Regular UNSW and/or Stakeholder Meetings**

[Overview of the regular meetings you attended. Include general information or links to planning documents, as well as any tips & tricks, what role you played in the meetings, any tips for dealing with the Facilitator e.g.

|  |  |  |  |
| --- | --- | --- | --- |
| **Meeting & Key Attendees** | **Frequency** | **Why you attend** | **Key Projects/Initiatives/Asks and tips.**  |
| *e.g.* *Faculty of Science* | *Monthly* | *Collaborate on events and initiatives.**Consult on key University projects e.g. Faculty Welcomes*  | *Agenda points required 5 days prior to meeting.**Currently pushing for funding for upcoming event.*  |
| Title of Meeting | How often | Purpose of meeting | Key points |

**Important Events and Dates**

[Overview of the different events and activities you held. Include general information or links to planning documents, as well as any tips & tricks, lessons learned, and key contacts]

|  |  |  |  |
| --- | --- | --- | --- |
| **Event / Activity** | **Date(s)** | **Relevant Information** | **Key Contacts** |
| *Deadline for AGM* | *Term 3 Week 4* | [*Arc AGM & Reaffiliation Resources*](https://www.arc.unsw.edu.au/clubs/club-forms/agms-and-reaffiliation-resources) | *Reaffiliation@arc.unsw.edu.au**Clubs@arc.unsw.edu.au* |
| Annual Event | When | Past planning docs | Any contacts |

ADMINISTRATION

**General Admin**

[All documents are stored here X. Recommended reading X. Make sure you submit X by X. Make sure to consult with X prior to X]

**Emails and Social Media (Logins & Links)**

|  |  |  |
| --- | --- | --- |
| **Platform** | **Username** | **Password** |
| Email |  |  |
| Facebook |  |  |
| Instagram |  |  |
| Other logins |  |  |

**Important Documents and Resources (incl. Training)**

[Link any documents or resources that you referred to regularly (or perhaps wish that you had). Include any websites, newsletters, courses or training etc that you found useful]

OTHER IMPORTANT INFORMATION

[Anything that doesn’t fall into the above categories]