

Club Handover Checklist

It is important for a handover to occur between outgoing and incoming executives. This should be shortly after your elections.

A handover should include general information about the role and any other important insights to ensure that your club continues to run successfully. It can also be helpful to provide instructions (either written out or at a handover meeting) relating to specific tasks, especially where they may be challenging to navigate or where generic instructions from Google aren't sufficient (particularly if the instructions are specific to your Club in some way).

Important things to cover off in a handover are:

General Administration

- Provide access to passwords (such as emails or printing) and shared files/folders (such as Google Drive)
 - Remove accounts of outgoing executives that no longer require access to documents (especially if they contain private or sensitive information)
- Make sure all executives can sign into the key accounts
- Share any event calendars
- Refer to sections of the Clubs Handbook or other forms/files your role uses regularly
- Forward or introduce relevant contacts
 - Any existing external relationships (e.g. sponsors, suppliers, venue)
 - Arc Clubs contacts
- Share the latest copy of your Constitution and guide the incoming team through the important parts
- Provide an updated Club inventory List
 - What assets does your club have and where?
 - Do you have an Arc storage tub? What is it typically used for with your club?
 - Do you utilise other on-campus facilities? (Faculty lockers/storage etc.)
- Summarise Club Space & Arc Services that your Club uses, such as printing, banners, boardgames, advice/consultations etc.
- Provide details of any subscription or hosting services, including how these are paid and when?
- Highlight the importance of the [Clubs Handbook](#) and [Clubs Forms & Files](#) page (for templates & resources)

Operations

- Give a snapshot of procedures and instructions of the things they will work regularly on
 - For example: checking inbox, meeting minutes, events, marketing, training, recruiting etc.
- Go over the overall timeline of a Club's yearly operations
 - Guidance on major events
 - Reaffiliation procedures
- Document responsibilities or tasks of those that may report to this role (volunteers, subcommittee etc)
- Share tips on using [SpArc](#) (e.g. grant submission, membership list access)
- Provide insight on how your club uses financial documents or other [templates](#)
- Share an overview of what worked well and what you would suggest for the future