**Society Handover – Example (To be filled out by OUTGOING committee)**

Society Name: Date:

|  |  |
| --- | --- |
| List your current committee members and their role | President:  Treasurer: |
| Describe what is expected in each of these roles | President:  Treasurer: |
| How often do your society typically meet? |  |
| Where does your society meet? (include details of any regular room bookings and times) |  |
| What do your typical society meet-ups involve? |  |
| Does your society have any sponsorships? If so, what are the conditions to this? |  |
| What events have your society run or taken part in this year? |  |
| Does your society have any goals they’re working towards? |  |
| Did your society face any challenges this year? |  |
| What resources were used to aid the running of the society i.e. social media etc. |  |
| Does your society have an email address/social media? Have you handed over passwords for these to the new relevant committee positions? |  |
| Are there any key contact(s) and details you would like to pass over to the next committee? |  |
| Does your society use the union storage cupboard or any other storage space? What is stored there and how do you access it? |  |
| Did your society apply for funding this year, will you need to again? Did you receive feedback or advice from the funding body about your application, could you include a copy of your previous application to handover to the new committee? |  |